

**Business Case Template**

**Externally Provided Workers (EPW)**

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| **All Requests** | | |
| Directorate |  | |
| Post |  | |
| Position Number |  | |
| Recruiting / Line Manager | Name |  |
| Role |  |

Request to engage through third party provider /extend current arrangements.

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| **Post Details** | | | | | | | | |
| Please tick reason for vacant post | | Leaver | |  | Transfer |  | Secondment |  |
| Directorate |  | Service Area / Team | | |  | | | |
| Location |  | Hours per week | | |  | | | |
| Is the engagement | | New |  | | Extension | |  | |
| State agency i.e. Randstad (or other approved third party provider) | |  | | | End date of engagement | |  | |

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| **Business Case – complete in all cases** | | | | | | | | | | | | |
| What resourcing alternatives have been considered other than filling the post?  *Please note approval will only be granted for posts that are deemed as essential.*  The following must have been considered and reasons must be given for discounting them   * Can the role be undertaken in a different way? * Can tasks / responsibilities be re-allocated within the team or elsewhere (including with partners)? * Do the skills required already exist within the team or can they be developed? * Can the role be undertaken on less hours? * Supporting arguments * Consequences if approval is not given | | | | | | | | | | | | |
| For all EPW engagements please provide details of the role:- | | | | | | | | | | | | |
| * Details of the work to be carried out; * Reporting procedure * Any milestones for completion of particular projects * Whether the services will need to be provided to any other bodies   Please note: for self-employed consultants this will also be used in the “contract for service”. | |  | | | | | | | | | | |
| **Funding** | | | | | | | | | | | | |
| Grant or external funding | Which organisation is the funding coming from? | | | | |  | | | | | | |
| How much funding will be provided? | | | | |  | | | | | | |
| How long does the funding last? (state end date) | | | | |  | | | | | | |
| Mainstream Cumberland Council Budget | Budget line cost centre | | | | |  |  |  |  |  |  |  |
| Budget holder’s name | | | | |  | | | | | | |
| **Total cost of post, salary and on-costs\*, start-up etc. MANDATORY FIELD *\*Oncosts should be calculated as 30% of the post salary*** | | | | | **£** | | | | | | |
| **Internal provision – Complete for all EPW’s** | | | | | | | | | | | | |
| EPW reason - please tick one of the reasons below:-  \*Please see guidance for further definitions | | | | For EPW’s please provide the cost comparison of a directly recruited permanent employee:- | | | | | | | | |
| 1. Difficult to recruit posts | | |  | Post |  | | | | | | | |
| 1. Short term, covering internal skills/ capacity challenges | | |  | PG number |  | | | | | | | |
| 1. Must remain independent of Cumberland Council | | |  | Grade |  | | | | | | | |
| 1. To be reviewed as part of service review | | |  | FTE salary |  | | | | | | | |
| 1. Invest-to-Save/Earn | | |  |  |  | | | | | | | |
| Please note:  Accommodation and home to work travel costs will **not** be paid. Any travel undertaken in the course of their duties will be paid in accordance with the Council travel and subsistence scheme and rates. | | | | | | | | | | | | |

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| **Authorisation** | | | | | | |
| APPROVED EPW Recruitment/ Engagement | Reason for decision: | | | | | |
| PROVIDER DETAILS | Randstad | Yes/No | | End date of EPW contract |  | |
| If not Randstad, why, and has CPCM team been notified and approved (please evidence)? |  | | | | |
| NOT APPROVED EPW Recruitment / Engagement | Reason for decision: | | | | | |
| Date Discussed at DMT |  | | | | | |
| Assistant Director  Approval | Name | | Signature | | | Date |
|  | |  | | |  |
| Director  Approval | Name | | Signature | | | Date |
|  | |  | | |  |

Once authorisation has been received the recruiting manager will need to complete an external workers ticket on the service centre portal and attach this completed business case. Also

complete Role Requirements on this page and send to Randstad.

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| **Requirements for Role** | | | | |
| **This form must be completed by the hiring manager giving all relevant details to**  **the supplier so they can source suitable EPW’s.**  **Once the Business Case has been approved send the complete document to Randstad.** [**cumbriajobs@randstad.co.uk**](mailto:cumbriajobs@randstad.co.uk) | | | | |
| Job Code (supplier will complete this) | | Job description attached Y/N | | |
| **Purchase Order Number - A failure to provide this asap after candidate selection may result in delays in the candidate starting** | | PO No: | | |
| **Safeguarding & Compliance** | | | | |
| DBS Level Required:-  Please check the post requirements on iTrent.  Please tick one box only | | Adults | Children’s | Both |
| Standard | |  |  |  |
| Enhanced | |  |  |  |
| Enhanced with barred list check | |  |  |  |
| **IR35 - Assessment** | | | | |
| All engagements must be individually assessed for the IR status.   * Please access the HMRC website and answer the questions. * <https://www.tax.service.gov.uk/check-employment-status-for-tax/setup> * Please retain a copy of the results and attach it to the Service Centre portal ticket * Complete a copy of the Status Determination Statement (appendix7) and attach it to the Service Centre portal ticket. | | | | |
| IR35 status assessment result: | IR35 applies / IR35 does not apply | | | |
| **Hiring Manager** | | | | |
| Name:  Job Title:  Email: | Department/ Unit:  Directorate: | Contact Number: | | |
| **Business Support – with responsibility for placing orders and receipting** | | | | |
| Name:  Job Title:  Email: | Department/ Unit:  Directorate: | Contact Number: | | |

**Please keep a copy of this form on your records.**