**SAF Business Case**

This form is to be used to present the Business Case for raising a SAF and should be discussed with your Finance Partner, People Partner and Dean/Director of Services before a SAF is raised.

This form is also to be used for submitting a Business Case to ULT for New or Replacement recruitment requests for perm or fixed term roles. Approval to present a business case to ULT must be sought from the aligned ULT member before submitting to the aligned People Partner.

Once a SAF has been approved, any changes may require the submission of a new SAF.

For externally funded roles – please complete the bottom section.

|  |
| --- |
| **Business Area / School:** |
| **Subject Group/Service Area:** |
| **Colleague raising SAF:**  |
| **ULT Member:** |
| **SAF Type**  |
| **SAF Number**  |

|  |
| --- |
| **Summary of approach across School / Subject / Service:** |
|  |

|  |
| --- |
| **Specific Recruitment Requests (1 of X)** |
| **Role title:** |  | **SAF number:** |  |
| **Number of roles:** |  | **Required start date:** |  |
| **Grade:** |  | **Direct Replacement or New:** |  |
| **Weekly hours:** |  | **On costs per role:** |  |
| **Rational for and consequences of not progressing:**  |
|  |
| **Approach to recruitment (*Whether role is to be filled internally, approach to backfill, etc):*** |
|  |
| **Timing: *For recruitment – please consider whether the role required now or whether it can be delayed.***  |
|  |
| **Details of other options considered (and why discounted).** |
|  |
| **How will the post(s) be funded within budget? If the role is externally funded, is the funding in place?** |
|  |

|  |
| --- |
| **Specific Recruitment Requests (2 of X)** |
| **Role title:** |  | **SAF number:** |  |
| **Number of roles:** |  | **Required start date:** |  |
| **Grade:** |  | **Direct Replacement or New:** |  |
| **Weekly hours:** |  | **On costs per role:** |  |
| **Rational for and consequences of not progressing:**  |
|  |
| **Approach to recruitment (*Whether role is to be filled internally, approach to backfill, etc):*** |
|  |
| **Timing: *For recruitment – please consider whether the role required now or whether it can be delayed.***  |
|  |
| **Details of other options considered (and why discounted).** |
|  |
| **How will the post(s) be funded within budget? If the role is externally funded, is the funding in place?** |
|  |

|  |
| --- |
| **Specific Recruitment Requests (3 of X)** |
| **Role title:** |  | **SAF number:** |  |
| **Number of roles:** |  | **Required start date:** |  |
| **Grade:** |  | **Direct Replacement or New:** |  |
| **Weekly hours:** |  | **On costs per role:** |  |
| **Rational for and consequences of not progressing:**  |
|  |
| **Approach to recruitment (*Whether role is to be filled internally, approach to backfill, etc):*** |
|  |
| **Timing: *For recruitment – please consider whether the role required now or whether it can be delayed.***  |
|  |
| **Details of other options considered (and why discounted).** |
|  |
| **How will the post(s) be funded within budget? If the role is externally funded, is the funding in place?** |
|  |

\* Delete or add as appropriate

|  |
| --- |
| **Leadership approval** |
| **Approved** | YES [x]   | NO [ ]   | **Date of discussion:** |  |
| **Feedback if not approved:** |  |

|  |
| --- |
| **Associated SAFS** |
| **Raised pre business Case** |  |  |
|  |  |  |
| **Raised post business Case** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |