**Form CA1**

**Request to VMG for Engagement of Consultant/Contractor/Agency Staff for Short Periods**

**Use this form for:**

* **ALL cases to engage Consultants, Contractors, or Agency Workers**

Please read ‘Guidance on Engaging Self Employed/Consultants/Agency Staff’ before completing this form.

This form, signed by the relevant Budget Holder and Finance Manager, should be emailed to [HRHelp@hw.ac.uk](mailto:HRHelp@hw.ac.uk) together with any required documentation to support the request.

Your request will be considered at the next available VMG meeting.

|  |  |
| --- | --- |
| **Section A**  **Post information – *to be completed in all cases*** | |
| Organisation Unit, School or Service |  |
| Job Title |  |
| Proposed type of engagement: Consultant/Contractor/Agency |  |
| Proposed start date |  |
| Proposed duration of contract\* |  |
| Proposed grade (or salary per annum, or per hour) |  |
| **Section B**  **Funding – *to be completed in all cases*** | |
| Total cost of appointment |  |
| Full account code for recharge |  |
| Budget is available for full period of request | Y  N – please provide details |
| Unit is free from recovery/disinvestment plan | Y  N – please provide details |
| If in recovery is there an approved recovery plan? | Y  N – please provide details |
| Is the plan being met / expected? | Y  N – please provide details |
| **Section C**  **Short description/business case and explanation of urgency** | |
|  | |

\***NOTE** – Agency workers should not be engaged for more than 12 weeks. Please see [Guidance on Engaging Self Employed/Consultants/Agency Staff](https://www.hw.ac.uk/services/human-resources/human-resources-policies.htm).

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals** | **Name – please print** | **Signature** | **Date** |
| Line Manager or Budget holder |  |  |  |
| Head of School or Director of Service (if different from above) |  |  |  |
| HR Partner |  |  |  |
| Relevant Finance Manager   * School Finance Manager * [Bernie.adams@hw.ac.uk](mailto:Bernie.adams@hw.ac.uk) (Professional Services) * [g.lancaster@hw.ac.uk](mailto:g.lancaster@hw.ac.uk) (Income Generating Projects) |  |  |  |
| The Secretary of the University  *Required if request relates to a Directorate which reports to the Secretary of the University* |  |  |  |
| Request supported | Yes | | |
| Request not supported | Provide reason(s) | | |
| Additional information required | Provide details | | |
| Date discussed: |  | | |