**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 together with any required documentation to support the request.

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

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| --- |
| **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 | YN – please provide details |
| Unit is free from recovery/disinvestment plan | YN – please provide details |
| If in recovery is there an approved recovery plan? | YN – please provide details |
| Is the plan being met / expected? | YN – 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 (Professional Services)
* 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: |  |