# DISESTABLISHING POSTS

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

|  |  |
| --- | --- |
| **NAME OF SERVICE MANAGER MAKING REQUEST:** |  |
| **POST REFERENCE:** |  |
| **POST TITLE:** |  |
| **DEPARTMENT:** |  |
| **DIVISION:** |  |
| **SECTION:** |  |
| **SUBSECTION:** |  |
| **REASON FOR AMENDMENT:****(Eg Efficiency Savings, Use of budget to increase FTE of another post or Create a new post)** |  |
| **DATE DISESTABLISHED:** |  |
| **EVIDENCE OF AUTHORISATION PROVIDED FROM:** | **SERVICE DIRECTOR** **[ ]**  |

## TO BE COMPLETED BY HR OFFICER

**CONFIRMED THERE ARE NO EMPLOYEES IN POST (currently or substantively)** **[ ]  YES**

**ARE THERE POSTS REPORTING TO THIS POST** **[ ]  YES** **[ ]  NO**

**IF ‘YES’ PLEASE STATE BELOW THE POST REFERENCE AND POST TITLE THESE EMPLOYEES SHOULD NOW REPORT TO:**

***ALL* DETAILS TO BE CHECKED BY HR OFFICER PRIOR TO FORWARDING TO VISION TEAM**

|  |  |
| --- | --- |
| NAME OF HR OFFICER |       |

#### VISION TEAM USE ONLY

### ‘REPORTS TO POST’ AMENDED DATE

**POST DISESTABLISHED DATE**

**DETAILS PASSED TO HR DATE**