**Reduction to budgeted hours and / or Reduction to Positions**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

***ALL* DETAILS TO BE CHECKED BY HR OFFICER PRIOR TO FORWARDING FOR ACTION**

|  |  |
| --- | --- |
| **Name of Service Manager Making Request:** |       |
| **Post Reference:** | POST      |
| **Post Title:** |       |
| **Department:** |  |
| **Division:** |       |
| **Section:** |       |
| **Subsection:** |       |
| **Effective Date of Reduction:** |       DD/MM/YY |
| **Current Budgeted Hours: (decimal)** |       |
| **Number of Hours to Reduce: (decimal)** |       |
| **New Budgeted Hours Available: (decimal)** |       |
| **Number of Positions to Reduce:** |       |
| **Please make a note of the Position Reference/s to remove** | POS     POS     POS      |
| **REASON FOR REDUCTION IN FTE / HRS:**     *In addition, if the reduction is a result of another post being increased or created, please state this along with the post reference number and title of the post/s being increased / created and ensure that the relevant proforma is also completed ie Post Creation or Increase to Positions Available.* |

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

**To be completed by HR Officer carrying out checks**

|  |  |
| --- | --- |
| Name of HR Officer undertaking check: |  |
| Date of Change Control Panel: |       (DD/MM/YY) |
| If reducing budgeted hours have you checked the reduction does not leave the Post over established? | **YES** [ ]  |
| If reducing positions have you checked that the positions noted above are not occupied at the date of reduction or in the future? | **YES** [ ]  |

# iTRENT Support Team Only

|  |  |
| --- | --- |
| **Name of Officer making reductions** |  |

**Changes to Reports to / Assigned Managers**

|  |  |
| --- | --- |
| **Are any of these positions, Assigned Manager positions?** | **YES** [ ]   **No** [ ]  |
| **If Yes, what is the NEW Assigned Manager Position Reference?** | **POS**      |
| **Have all reporting positions been reassigned?** | **YES** [ ]   |

**Changes to Workflow**

|  |  |
| --- | --- |
| **Are any of these positions expense authorisers?**  | **YES** [ ]   **No** [ ]  |
| **If yes, does this position need to be replaced in the workflow?** | **YES** [ ]   **No** [ ]  |
| **If yes, what is the New Position Reference to add to the work flow** | **POS**      |
| **Old positions removed from the workflow/s** | **YES** [ ]   |
| **New positions added to the workflow/s** | **YES** [ ]   |