

EXITING THE EUROPEAN UNION SPECIAL ARRANGEMENTS FOR ENGAGEMENT OF STAFF ON FIXED-TERM CONTRACTS

Background

- 1. By law, selection for appointment to the Civil Service must be 'on merit on the basis of fair and open competition' or under one of the Exceptions in the Civil Service Commission's *Recruitment Principles*.
- 2. Most use of Exceptions is delegated to departments, but engagements for longer than two years, for staff at SCS pay band 2 and above, or for staff on pro-rata salaries higher than the SCS 2 minimum (currently £87,000) require the specific agreement of the Civil Service Commission.
- 3. The Commission has agreed with the Government that the usual requirements to refer recruitment by exception for senior roles or for more than 2 years may be relaxed for Brexit specific appointments where the department has had a business case agreed by the Commission in advance.

Agreement with Government for Brexit specific recruitment

- 4. Departments may, once a business case has been agreed with the Commission:
 - Recruit staff for up to three years by exception.
 - Engage staff at salaries up to the HMT reference point without requiring the specific approval of the Commission (currently £142,500).
- 5. Departments will have 12 months to engage staff under these special arrangements: to December 2017.
- 6. Based on the business case and subsequent discussions with the department, the Commission will agree the envelope within which the department may recruit by exception outside of the normal delegated limits.
- 7. The Commission will require regular reporting of the names of those engaged under the agreed Brexit envelope.

SEE OVER FOR PRO-FORMA BUSINESS CASE

BUSINESS CASE FOR SPECIAL BREXIT SPECIFIC RECRUITMENT BY EXCEPTION

- 1. NAME OF DEPARTMENT/AGENCY
- 2. DEPARTMENT CONTACT, TITLE, E-MAIL AND PHONE
- 3. PLEASE PROVIDE A BRIEF OUTLINE OF THE NATURE OF YOUR RECRUITMENT REQUIREMENTS AND HOW THEY SPECIFICALLY RELATE TO THE UK EXITING THE EUROPEAN UNION
- 4. PLEASE EXPLAIN WHY IS IT NOT APPROPRIATE TO MEET YOUR REQUIREMENTS, PERMANENTLY OR FIXED TERM, ON MERIT ON THE BASIS OF FAIR AND OPEN COMPETITION
- 5. PLEASE PROVIDE A BREAKDOWN OF THE STAFF YOU INTEND TO RECRUIT UNDER THIS BUSINESS CASE BY NUMBERS GRADES AND PAY SCALES

If you need to discuss your Business Case before submitting it please contact Bill Brooke bill.brooke@csc.gov.uk 020 7271 0836

Please send your Business Case to info@csc.gov.uk