**Request to extend an appointment by exception beyond the two year delegated authority or beyond the end date of a previous CSC approval.**

**Once the request form has been through all internal processes, please send the completed form to** [**info@csc.gov.uk**](mailto:info@csc.gov.uk)**.**

| For straightforward exception requests and those at SCS3, you can expect to hear from us with our decision in 5 working days from the date **all** information is received.  For more complex requests (e.g. a request for a longer appointment term) or SCS PB2 exception requests, you can expect to hear from us with our decision in 10 working days from the date **all** information is received. |
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1. Department making the request (civil service department/organisation)

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1. Full name of the appointee

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1. Title of role you are requesting to extend

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1. Grade of the role you are requesting to extend (civil service grade only - see below)[[1]](#footnote-0):

| *(AA, AO,EO,HEO,SEO,Grade 7, Grade 6, SCS PB1, SCS PB2, SCS PB3 and SCS PB4)* |
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1. Is this an SCS Pay Band 2 or above role or is the FTE salary above the SCS Pay Band 2 Minimum? Yes / No

*If yes, please reference this in the subject/body of your email.*

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1. Full time equivalent salary[[2]](#footnote-1):

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1. Working pattern of the individual (full-time, part-time, job share etc):

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1. Exception name and number[[3]](#footnote-2):

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1. Original exception appointment start date

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1. Current end date

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1. Proposed new end date

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1. What is the length of extension being requested?

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1. If approved, what would the total length of appointment by exception be?

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1. **For Exception 3 (Secondment) requests only**

If the proposed appointment is **not** a secondment, move to question 14.

* 1. *Substantive/home employer*

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* 1. *Is the substantive/home employer in support of the extension?*

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* 1. *Was the role advertised openly with non-exclusionary essential criteria?[[4]](#footnote-3)*

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* 1. *If answered yes to above, what were the contract types offered in the advert?*

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1. Why was the person originally appointed through exception? Please provide a brief description of the role and an explanation of why the use of exception was necessary.

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1. Why is the extension necessary?

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1. How was the individual originally identified and selected for the role?

*This section only needs to be completed if the individual was* ***not*** *appointed via Exception 3 (Secondments) on merit following a fair and open recruitment competition.*

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1. What is the justification for the length of the exception appointment requested? *I.e. why was this particular length of extension chosen? Why was the proposed end date chosen?*

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* 1. Why can you not appoint someone permanently or on a fixed term contract, on merit on the basis of fair and open competition to fill this role?
  2. Why can you not fill this role with an existing member of staff?

*This section does not need to be completed if the individual was appointed via Exception 3 (Secondments) on merit through fair and open recruitment competition*

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1. What succession plans do you have in place for when the appointment comes to an end?

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* 1. I can confirm that the following has been approved by a senior official;

(Yes / No *- If no, please explain*)

* + 1. the appointment;
    2. identification and selection of the proposed appointee; and
    3. all information submitted in this form.
  1. Please provide the name and grade of the senior official signing-off the exception appointment.

*When the grade for the proposed exception appointment is at SCS PB2 and above, the Commission stipulates that the senior official must be the Permanent Secretary or equivalent. At grade SCS1 and below, including where the* ***salary*** *is at or above the SCS PB2, the level of senior official needed for sign off is at the department’s discretion.*

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1. I can confirm that the department will undertake appropriate steps to check the proposed individual’s suitability for the role based on their background. This includes political affiliation checks by the Cabinet Office Propriety and Ethics team[[5]](#footnote-4) as well as reviewing any other potential conflicts of interest related to this appointment. (Yes / No *- If no, please explain*).

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**Once all requested information has been completed and the request form has been through all internal processes, please send the completed form to** [**info@csc.gov.uk**](mailto:info@csc.gov.uk)**.**

1. Where the prospective role does not follow CS grades, please provide the equivalent CS grade [↑](#footnote-ref-0)
2. If requesting approval for an Exception 3 (secondment) appointment which is at a grade below SCS PB2 but has a salary at or above the SCS Pay Band 2 minimum, the Commission’s approval for the appointment is required irrespective of whether some, or all, of the secondee’s salary is paid by the respective permanent employer. [↑](#footnote-ref-1)
3. Please see ‘[Recruitment Principles’](https://civilservicecommission.independent.gov.uk/wp-content/uploads/2019/03/02a_RECRUITMENT-PRINCIPLES-April-2018-FINAL-.pdf) Annex A for Exception definitions. [↑](#footnote-ref-2)
4. Was the advert published on a wide-reaching open platform, such as Civil Service Jobs? Were the skills listed in the essential criteria open? See [FAQs and Guidance](https://civilservicecommission.independent.gov.uk/wp-content/uploads/2022/04/Civil-Service-Commission-Udated-PDF-April-2022.pdf) for further information on non-open/exclusionary essential criteria. [↑](#footnote-ref-3)
5. Where a candidate for a role at SCS PB1 or above has declared (or due diligence has revealed) past party political affiliation or activity, advice should be sought from the Propriety and Ethics Team before the appointment proceeds. [↑](#footnote-ref-4)