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| --- | --- |
| Service |  |
| Job title |  |
| Post ID |  |
| Location |  |

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| Business case for change: |
| Has HR advice been sought and implemented/accepted? Yes/No  If no, why not? |
| Has advice been sought from accounts on the budget impact? Yes/No  If no, why not? |
| Have Trade Unions been notified/consulted (if appropriate)? Yes/No/Not Applicable |
| By submitting this business case I confirm that sufficient budget is available to fund the proposal.  Proposal submitted by: |
| Proposal approved Yes/No  Comments: |
| Signed: |
| Date: |