

# Guidelines for Staffing Requests to Budget Committee

## Introduction

Budget Committee (BC) is a University body that provides advice to the Executive of the University on matters for decision relating to the University Budget and budgetary allocations. In particular, the Budget Committee makes recommendations in relation to the establishment of new posts and the filling of existing vacant posts.

The BC is chaired by the Deputy President and membership includes the HR Director and the Director of Finance.

The BC meets once a month (with the exception of the month of August) to consider submissions. The meetings of Executive are scheduled to take place normally two weeks following a meeting of BC. This allows for recommendations made by the BC to be considered by Executive in a co-ordinated and timely manner.

Following each meeting of BC, the Chair will communicate directly via memo to the Executive Dean/Director of Management Unit with an update on their submission as to whether it is recommended to Executive/rejected/requires further clarification and or discussion with HR/Finance.

The schedule of meetings are found at the following link

[https://www.dcu.ie/sites/default/files/registry/university\\_schedule\\_of\\_meetings\\_2019-2020.pdf](https://www.dcu.ie/sites/default/files/registry/university_schedule_of_meetings_2019-2020.pdf)

## Purpose

The purpose of this document is to provide Managers with practical advice on the completion of the BC Submission Form and to avoid subsequent referral back to the Dean/Director due to the omission of required information.

## Guidelines

Please note the following when preparing a submission to Budget Committee regarding a request for staffing.

- Prior to submission, HR policy and Headcount matters shall be discussed with the HR Department and advice sought from the Director of Finance.
- Deans and Heads are asked to ensure that the privacy of individual staff members be respected. In this regard, it would be considered inappropriate to name individuals where posts or structures are being re-examined and proposals are being put forward.
- Requests from Faculties should be submitted by the Dean, and from Units by the Head.

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- Consideration of arising space requirements and any associated costs forms part of the submission process.
- A submission to Budget Committee via the Chair is required at least one week in advance of the scheduled BC meeting in order for it to be tabled. Late submissions are normally not accepted.

**Please refer to the table below for the appropriate format of a submission.**

Reason for Submission	Format
Request for a <b>new post</b> i.e. any addition to the currently established permanent/long term temporary staffing complement that involves a contract that is over 12 months in duration.	Budget Committee Submission Form to be completed in full
Request for a <b>replacement post</b> i.e. to fill a post vacated either on a permanent or temporary basis e.g. due to retirement/resignation/Leave of Absence/secondment etc. The requirement for a replacement post may be at the same level as the vacated post or at a different level.	Budget Committee Submission Form to be completed in full
Request for the conversion of a previously approved post to a higher grade.	Budget Committee Submission Form to be completed in full
Request for the <b>conversion</b> of a previously approved temporary fixed term (e.g 3 year) post to a permanent post	It is not necessary to complete a new Budget Submission Form. . Instead, a Memo detailing the ongoing need for the role together with a copy of the original BC Submission will be sufficient.
Request for a <b>post arising out of a CID</b> liability	It is not necessary to complete a Budget Submission Form. Instead, a Memo detailing the ongoing need for the role and the headcount implications for the University will be sufficient.

**Staffing requests that fall into any/all of the categories listed below do not require a Budget Committee submission;**

- Roles of less than 12 months in duration
- Externally funded roles
- Self-funded roles
- Campus Company roles

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## Budget Committee Submission Form

The Budget Committee Submission Form can be found at <https://www.dcu.ie/hr/hr-forms-human-resources>

## Role of HR Business Partner (HRBP)

The allocated HRBP shall be familiar with the BC submission prior to it being tabled at the relevant BC meeting. The HRBP provides the following support on BC submissions:

- The HRBP will provide advice and guidance regarding related HR policy and headcount matters to the Executive Dean/Head of School/Unit prior to the submission date of the relevant BC meeting
- The HRBP will highlight submissions that may require discussion with the Executive Dean/Director of Management Team prior to completion of the submission
- The HRBP will provide information on upcoming BC submissions to the HR Director in advance of a BC meeting.