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Process Details

Process Details

Review the selected process instance.

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Process
HR Requests

Instance ID
C3EDC477-02E3-4610-9BDF-E8209D057C20

Current Stage
Approved

Created By
Ben Strangeway

Updated
02/11/2026 11:41

Initial Submission Details

Request type
Recruit To a Vacant Post

Position title
Leisure Attendant

Position ID
-

Is the position full time/part time
Part Time

Position hours
5.75 average over 6 weeks

Hiring authority/company
South Ribble Leisure

Contract type
Permanent

Cost centre
Bamber Bridge Sports Hub

Description of change
Mollie Finch flexible rota request approved previously, 5.75 hours weekly average, Saturday shift removed from her post. The file attached is a break down of all the rotas for Bamber Bridge Sports Hub, within the vacant tab it can be seen that there are 2 positions, one that has already been approved (Lotties) and the 5.75 of this request. Rota sent through by Danny Delvard however, on downloading the message to attach, on attempt it has come up with an error. Failed to create process instance: 'unsupported file extension'

Stage Actions

You are not assigned or permitted to action this stage.

History

Initial Submission Completed Submitted

Started: 26/10/2026 15:48
Completed: 26/10/2026 15:48 • Duration: 0m
SLA Deadline: 28/10/2026 17:00

SLA: On time (2d 1h early)

Assigned to: Ben Strangeway
Completed by: Ben Strangeway

View Form Submissions

Request type: Recruit To a Vacant Post

Position title: Leisure Attendant

Position ID: -

Is the position full time/part time: Part Time

Position hours: 5.75 average over 6 weeks

Hiring authority/company: South Ribble Leisure

Contract type: Permanent

Cost centre: Bamber Bridge Sports Hub

Description of change: Mollie Finch flexible rota request approved previously, 5.75 hours weekly average, Saturday shift removed from her post. The file attached is a break down of all the rotas for Bamber Bridge Sports Hub, within the vacant tab it can be seen that there are 2 positions, one that has already been approved (Lotties) and the 5.75 of this request. Rota sent through by Danny Delvard however, on downloading the message to attach, on attempt it has come up with an error. Failed to create process instance: 'unsupported file extension'

Director Review Completed Approved

Started: 26/10/2026 15:48

Completed: 27/10/2026 08:54 • Duration: 17h 5m

SLA Deadline: 29/10/2026 17:00

SLA: On time (2d 8h early)

Assigned to: Jennifer Mullin

Completed by: Jennifer Mullin

View Form Submissions

Decision: Approve

Decision date: 27/10/2026 08:54

Management Accountant Review Completed Approved

Started: 27/10/2026 08:54

Completed: 28/10/2026 09:00 • Duration: 1d 0h

SLA Deadline: 30/10/2026 17:00

SLA: On time (2d 7h early)

Assigned to: Group: Management Accountants

Completed by: Lesley Calderbank

View Form Submissions

Decision: Approve

Financial implications: None if recruitment after Mollie Finch reduces hours from 24 to 18

Decision date: 28/10/2026 09:00

Comment: 5.75 Hours L3 SCP6 Leisure Officer At BBSH (L125430) at South Ribble Leisure. Approved to start after Mollie Finch reduces her hours.

Human Resources Team Review Completed Approved

Started: 28/10/2026 09:00

Completed: 29/10/2026 16:30 • Duration: 1d 7h

SLA Deadline: 02/11/2026 17:00

SLA: On time (4d 0h early)

Assigned to: Group: Human Resources

Completed by: Julie Smith

View Form Submissions

Decision: Approve

Decision date: 29/10/2026 16:30

Chief Executive Final Review Completed Approved

Started: 29/10/2026 16:30

Completed: 30/10/2026 08:57 • Duration: 16h 27m

SLA Deadline: 02/11/2026 17:00

SLA: On time (3d 8h early)

Assigned to: Group: Chief Executive

Completed by: Chris Sinnott

View Form Submissions

Decision: Approve

Decision date: 30/10/2026 08:57

HR Operations Action Completed Completed

Started: 30/10/2026 08:57

Completed: 02/11/2026 11:41 • Duration: 3d 2h

SLA Deadline: 03/11/2026 17:00

SLA: On time (1d 5h early)

Assigned to: Group: Human Resources

Completed by: Sam Yates

View Form Submissions

Actions taken: Ready to recruit

Completion date: 02/11/2026 11:41

Approved Completed Completed

Started: 02/11/2026 11:41

Completed: 02/11/2026 11:41 • Duration: 0m

Assigned to: Ben Strangeway

Completed by: Sam Yates

Attachments

HUB Rota (2).xlsx
ben.strangeway • 26/10/2026 15:48 • Initial Submission

Download

Completion Document

No completion template is configured for this process.