

Use this form to fill a vacant established post including apprentices or agency staff.

### The Establishment Control Form Process Steps:

- Managers must complete Parts 1 and 2 of the form and submit to Cor@sefton.gov.uk
- At the start of the ECF process, a reference number will be sent to you by HR, this EC ref number must be quoted if you need to follow up on progress during the process.
- Corporate HR, Operations Team, will check the form this will then be sent on to Finance.
- Finance must check details and complete any missing cost fields, if the form is approved by Finance, it will pass on to the Executive/Assistant Director of the Service for approval.
- The Executive/Assistant Director must review and consider for approval. Returning the completed form to the EC Team.
- If there are any queries during the process, you may contact HR who track the process.
- You will be notified if the form is rejected, this will include any reasons given by Finance or the Executive/AD.
- Once approved, notification will be sent to you by Establishment Control.

**IMPORTANT: Please use a new ECF form for each new submission. DO NOT save and overwrite old ECF forms.**

### **Please note - ALL sections of this form must be completed**

Answer each of the questions highlighted below by clicking on the select boxes and selecting the answer from the drop down lists. Once an answer has been selected the highlighted areas will revert to white.

#### PART ONE

Assistant Director /Executive Director		Melanie Ormesher	
Service	Communities	Section	Bootle Leisure Centre
Recruiting Manager/Author Name		Nicola Keatley	
Recruiting Managers Contact Number	0151 330 3301	Date:	13.03.25
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Nicola Keatley	

Sometimes additional information is required for staff on some contracts, e.g. Soulbury, HAY etc... Establishment Control will contact you, the recruiting manager, directly if this is the case.

### **Reason for Releasing the vacancy.**

(Be as clear, precise and as brief as possible. A maximum of 1000 characters are available)

Due to the demands of the service and in preparation for the summer holiday period, we would like to fill the post of casual leisure attendant (s) to cover the role of a lifeguard working on the pool, as and when basis due to sickness, holidays, etc.

We request that the ECF and post number is open ended/ongoing advert for 12 months as these posts are required to operate successfully and on a continual basis, allowing us to assign numerous casual staff to this post.

Previous ECF Ref 24 0169 – Expired – 28.01.2025

Name of Previous Role Holder if applicable			
Term of post:		If temporary fixed term end date :	
Position No:		Posn Title:	Leisure Attendant
Posn Location	Bootle leisure centre	Position Allowances	Please Select...
Hours	0.00	Grade	C_
		SCP	3

**PART TWO** - For Additional advice contact your Finance Officer BEFORE completing this section.  
**If approving this ECF will have an impact on the Gross Post Budgeted Hours of another Post, please explain this in the text box below.**

Expenditure Code

Full Explanation of Funding Source. I.E. Central/Core/External funding etc...  
based on 1fte

Current Year   Will any additional Savings be made?

Next Year   If Yes , amount?

Top of Grade

Is a change to the Gross Post Budgeted Hours required?  If Yes, Post Number:

New Gross Post Budgeted Hours  Reason

Effective Date of Hours Change  If Temporary, What is the end date?

**Authorisations:**

**Decision of Finance**

Print Name  Date

Approval ☒ Approved ☐ Not Approved

Signature 

NB: The Finance officer must ensure that expenditure codes and costs are fully identified before sending on to the AD for their approval

Reason for rejection

**Decision of Executive/ Assistant Director of Service**

Print Name  Date

Approval ☒ Approved ☐ Not Approved

Signature

Reason for rejection

**For Office Use Only:**

Approved  Date  Post Number

**PART THREE** - Establishment Control to complete with any additional information for THR

**THR / Payroll Instruction:**

Vacancy Release position numbers: POSN407469, POSN010992, POSN403174, POSN408472, POSN407735