



Establishment Control Form

Creating a New Post

For Office Use Only
ECF Ref: 25 0492

Use this form to create a new post. This form can be used for minor reorganisations (i.e. only those involving 5 posts or less).

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 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		Risthardh Hare	
Service	Childrens_Social_Care	Section	Aiming High
Recruiting Manager/Author Name		Louise Bellamy	
Recruiting Managers Contact Number		1519344426	Date: 31/01/2025
Employment Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Louise Bellamy	

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 creating a new post/role.

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

Aiming High Short Breaks offer a programme of short breaks for children and young people with complex and additional needs. It is necessary to recruit additional casual staff to deliver to deliver an additional 8000 hours for the Summer Programme every year. The Corporate Personnel and Children's Social Care Protocol: Pre-Employment/ Appointment Checks for Aiming High Summer Programme and Other Changes To Contract For This Group of Employees has been developed to ensure that the applicants (mainly students) have their references and DBS processed and verified in a timely fashion and there is no recourse to waivers. The summer holiday programme is valued by many families.

Posn Title:	Short Breaks Sessional Worker (under job evaluation) (position 17895)		
Posn Location	Borough wide	Position Allowances	N/A
Hours	8000.00	Grade	C_
SCP	3	Term	

Fixed-Term End Date		JE Number		JE Score	
ASC Workforce Data Set Main Job Role Code if Applicable			N/A		
CSC SWWC Organisation Role Code if Applicable					
Please Ensure that each check is completed otherwise the form will be returned to you.					
DBS Check	Barred List Check	HCPC/SWE	BPSS Check	Safeguarding	
Enhanced Check					
Exit Strategy. e.g: redundancy costs	casual staff for the summer				
PART TWO - For Additional advice contact your Finance Officer BEFORE completing this section					
Expenditure Code	YE44	Gross Post Budgeted Hours		Reason	Please Select...
Will this Post take Gross Post Budgeted Hours from another Post?				Post Number	
Gross Post Budgeted Hours to be deducted from this Post					
Full Explanation of Funding Source. I.E. Central/Grant details/External funding start and end dates etc...					
Core funding. Assuming c. £12.80 an hour at grade C scp 3.					
Current Year	2024 - 2025	N/A	Will any additional Savings be made?		
Next Year	2025 - 2026	£102,400.00	If Yes , amount?		
Top of Grade	20?? - 20??				
Authorisations:					
Decision of Finance					
Print Name	Paige O'Neill		Date	07/02/2025	
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		NB: Finance officer must ensure expenditure codes & costs are fully identified and that Gross Post Budgeted Hours are stated before sending on to the AD for their approval.		
Signature	P O'NEILL				
Reason for rejection					
Decision of Executive/Assistant Director of Service					
Print Name	Jo Cross		Date	04.04.2025	
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved				
Signature	J.Cross				
Reason for rejection					
For Office Use Only:					
Approved	Yes	Date	04.03.2025	Post Number	POST304388
PART THREE - Establishment Control to complete with any additional information for THR					
THR / Payroll Instruction:					

please release vacancy and request POSN numbers