

# Establishment Control Form Releasing A Vacancy

For Office Use Only  
ECF Ref: 25 1137

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		Michelle Williams	
Service	Operational_InHouse_Service	Section	Green Sefton Community and Resource
Recruiting Manager/Author Name		Rachel Northover	
Recruiting Managers Contact Number	x 2962	Date:	13.5.25
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Chris Tynan	

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)

Natural Alternatives is Green Sefton's inclusion programme for adults with additional needs. In order to ensure safe working arrangements for staff and participants during periods of planned and unplanned absence by permanent staff it is proposed to appoint casual staff. Currently cover has to be supplied through pulling staff from other duties or if that is not possible, the programme may not be able to run on occasions which causes disruption for vulnerable adults and carers and should be avoided.

Expect need to budget minimum 33 days per year to cover holidays / sickness

Name of Previous Role Holder if applicable		n/a	
Term of post:	Permanent	If temporary fixed term end date :	
Position No:	POSN412862	Posn Title:	Casual Ranger 4 Community
Posn Location	Boroughwide / Botanic Garden	Position Allowances	N/A

Hours	0.00	Grade	E	SCP	7
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**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	SG25
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Full Explanation of Funding Source. I.E. Central/Core/External funding etc...

Core staffing budget - to be funded through the 7.2 reduction in hours on Ranger 4 Community post on SG24 (J Scott) as per ECF 25 0966

Current Year	2025 - 2026	0 - £3000	Will any additional Savings be made?	No
Next Year	2026 - 2027	0 - £3000	If Yes , amount?	
Top of Grade	20?? - 20??			
Is a change to the Gross Post Budgeted Hours required?		Yes	If Yes, Post Number:	See above
New Gross Post Budgeted Hours		See above	Reason	
Effective Date of Hours Change			If Temporary, What is the end date?	

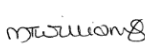
#### Authorisations:

#### Decision of Finance

Print Name	Kate Payne	Date	16/05/2025
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature	K Payne		
Reason for rejection			

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

#### Decision of Executive/ Assistant Director of Service

Print Name	Michelle Williams	Date	
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature			
Reason for rejection			

#### For Office Use Only:

Approved	Yes	Date	21/05/2025	Post Number	POST302602
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#### PART THREE - Establishment Control to complete with any additional information for THR

#### THR / Payroll Instruction:

Please release Casual vacancy to POSN412862