

Establishment Control Form

Releasing A Vacancy

For Office Use Only
ECF Ref: 25 1308

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		Stephan Van Arendsen	
Service	Corporate_Resources	Section	Legal Services
Recruiting Manager/Author Name		Fiona Townsend	
Recruiting Managers Contact Number	7580284215	Date:	04/06/2025
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Fiona Townsend	

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)

This is a request to replace an SLA post in the Litigation and Regulatory team which is managed by Fiona Townsend. Gabrielle Harrison is leaving the organisation with effect from 11th July 2025 . The post is responsible for advising on a range of litigation and regulatory matters and providing support to the lawyer and the senior lawyer in the team . It is not sustainable for the caseload of work to be covered by other colleagues , for historic reasons the post has two separate related posts in the same team, namely post numbers 20522 and 0831, this ECF request is for one person to fill both roles, in other words a like for like hire .

Name of Previous Role Holder if applicable		Gabrielle Harrison	
Term of post:	Permanent	If temporary fixed term end date :	
Position No:	POSN411574	Posn Title:	Senior Legal assistant
Posn Location	Magdalen house	Position Allowances	N/A

Hours	36.00	Grade	G	SCP	20
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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 GL01

Full Explanation of Funding Source. I.E. Central/Core/External funding etc...

Funded within existing budgets

Current Year	2025-26	£26,300.00	Will any additional Savings be made?	No
Next Year	2026-27	£40,800.00	If Yes , amount?	
Top of Grade	2029-30	£44,100.00		
Is a change to the Gross Post Budgeted Hours required?		No	If Yes, Post Number:	N/A
New Gross Post Budgeted Hours		N/A	Reason	
Effective Date of Hours Change		N/A	If Temporary, What is the end date?	N/A

Authorisations:

Decision of Finance

Print Name	Jason McLeod	Date	05/06/2025
Approval	☒ Approved ☐ Not Approved		
Signature	Jason 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	Paul Reilly	Date	05/06/2025
Approval	☒ Approved ☐ Not Approved		
Signature			
Reason for rejection			

For Office Use Only:

Approved	Yes	Date	05.06.2025	Post Number	POST016773
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PART THREE - Establishment Control to complete with any additional information for THR

THR / Payroll Instruction:

Please release vacancy to POSN411574