



## Creating a New Post

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		Sarah Alldis	
Service	Adult_Social_Care	Section	Transitions & Continuing Health Care
Recruiting Manager/Author Name		samantha critchley	
Recruiting Managers Contact Number	7793938119	Date:	31/03/2025
Employment Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	samantha critchley	



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)

Create 36hr Team Manager post in Transitions Team . Senior managers have requested a team manager post to support the Transitions team working with children from 14 upwards transitioning into adult services.

Posn Title:	team manager		
Posn Location	magdalen house	Position Allowances	N/A
Hours	36.00	Grade	K
SCP	40	Term	Permanent

Fixed-Term End Date	N/A	JE Number	845	JE Score	645
ASC Workforce Data Set Main Job Role Code if Applicable					
CSC SWWC Organisation Role Code if Applicable		N/A			
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	Yes - Adults & Children	SWE	Yes	Yes	
Exit Strategy. e.g: redundancy costs	N/A				
PART TWO - For Additional advice contact your Finance Officer BEFORE completing this section					
Expenditure Code	AA13	Gross Post Budgeted Hours	36	Reason	N/A
Will this Post take Gross Post Budgeted Hours from another Post?		No		Post Number	N/A
Gross Post Budgeted Hours to be deducted from this Post		N/A			
Full Explanation of Funding Source. I.E. Central/Grant details/External funding start and end dates etc...					
Core - No budget available for this post fye cost Grade K £64,350 . Post will create additional budgetary pressure as budget provision is not available . DASS / Exec Director has confirmed that she requires this post for operational purposes. Pressure to be added to the current list of unfunded posts that require additional savings to be achieved from ASC budget .					
Current Year	2025 - 2026	£64,350.00	Will any additional Savings be made?		No
Next Year	2026 - 2027	£64,350.00	If Yes , amount?		N/A
Top of Grade	2025 - 2026	£64,350.00			
Authorisations:					
Decision of Finance					
Print Name	Andrea Bramhall		Date	04/04/2025	
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					
Reason for rejection					
Decision of Executive/Assistant Director of Service					
Print Name	Andrea Bramhall		Date	03/04/2025	
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved				
Signature					
Reason for rejection					
For Office Use Only:					
Approved	Yes	Date	11/04/2025	Post Number	POST304974
PART THREE - Establishment Control to complete with any additional information for THR					
THR / Payroll Instruction:					

Please release vacancy to POSN417918