

Establishment Control Form Releasing A Vacancy

For Office Use Only
ECF Ref: 25 1118

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 overtype 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	HP Admin
Recruiting Manager/Author Name		Olivia Rawcliffe	
Recruiting Managers Contact Number	0151 934 2516	Date:	13.05.2025
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Olivia Rawcliffe	

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)

Permission to release a permanent position for a business support minute taker within the H&P team. Previous worker Emily Burke has been successful for another post within Children Social Care. Request to release the post for recruitment.

Name of Previous Role Holder if applicable		Emily Burke	
Term of post:	Permanent	If temporary fixed term end date :	
Position No:	POSN408459	Posn Title:	Business Support Minute Taker
Posn Location	Magdalen House	Position Allowances	N/A

Hours	36.00	Grade	E	SCP	7
-------	-------	-------	---	-----	---

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	YS29
------------------	------

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

Post is part of structure.

Current Year	2023 - 2024	n/a	Will any additional Savings be made?	No
Next Year	2024 - 2025	n/a	If Yes , amount?	
Top of Grade	20?? - 20??	n/a		
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	

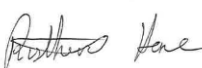
Authorisations:

Decision of Finance

Print Name	Sophie Britnell	Date	12.06.25
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature	S.Britnell		
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	Risthardh Hare	Date	12/06/2025
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature			
Reason for rejection			

For Office Use Only:

Approved	Yes	Date	12.06.2025	Post Number	POST
----------	-----	------	------------	-------------	------

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

THR / Payroll Instruction:

Please release vacancy to POSN408459