

Establishment Control Form Releasing A Vacancy

For Office Use Only
ECF Ref:

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 **Establishment.Control@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. If the answer you wish to input is missing, please state this in the text box below.

PART ONE

Assistant Director/Executive Director		Adele Taylor	
Service	Corporate_Services_Commercial	Section	Contact Centre
Recruiting Manager/Author Name		Mark Quillan	
Recruiting Managers Contact Number	TEAMS	Date:	14/02/2025
Employment Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Lisa Conway	

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)

Megan Roberts (854063) and Gemma Ferguson (854063) have been on maternity leave and have confirmed that they will not be returning to their role in the Contact Centre. At present there is a waiting time of 4-5 days for an appointment at The Atkinson in Southport, it is therefore proposed to use the available hours to recruit for a Customer Service Advisor to work at that location. If approved, the new appointee would start after April 2025.

Megan was on 18hr contract

Gemma was on 21hr contract

this would leave 3hrs vacant

Name of Previous Role Holder if applicable		Megan Roberts/Gemma Ferguson	
Term of Post:	Permanent	If Temporary, Fixed Term End Date :	
Position No:		Posn Title:	Customer Service Advisor
Posn Location	One Stop Shops	Position Allowances	N/A

Hours	36.00	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	GF16
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Full Explanation of Funding Source. I.E. Central/Core/External funding etc...

Core


Current Year	2025 - 2026	£18,800.00	Will any additional Savings be made?	No
Next Year	2026 - 2027	£19,100.00	If Yes , amount?	
Top of Grade	20?? - 20??	£19,750.00		
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	18/02/2025
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature	Jason <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> NB: The Finance officer must ensure that expenditure codes and costs are fully identified before sending on to the AD for their approval </div>		
Reason for rejection			

Decision of Executive/ Assistant Director of Service

Print Name	Paul Reilly	Date	19/02/2025
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature			
Reason for rejection			

For Office Use Only:

Approved	Yes	Date	24/02/2025	Post Number	POST020852
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PART THREE - Establishment Control to complete with any additional information for THR

THR / Payroll Instruction:

Please release vacancy to POSN007950