

# Establishment Control Form Releasing A Vacancy

For Office Use Only  
ECF Ref: 25 1168

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		Michelle Williams	
Service	Operational_InHouse_Service	Section	Sefton ARC Alarms
Recruiting Manager/Author Name		Terry Allen	
Recruiting Managers Contact Number		0151 934 2291	Date: 19/05/2025
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Terry Allen	

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)

Following job evaluation of the job description post now regraded H, of previous gard G, post holder Stephen Downey has now left Sefton Coucil and current post is vacant. Post to be advertised is within the service structure. Post is 36 hour week contract with plus 3 contractual hours overtime.  
ECF Relates to 25 1167

Name of Previous Role Holder if applicable		Stephen Downey	
Term of post:	Permanent	If temporary fixed term end date :	
Position No:	A4237	Posn Title:	Senior Alarm Technician
Posn Location	Seftonarc	Position Allowances	N/A

Hours	39.00	Grade	H	SCP	26
-------	-------	-------	---	-----	----

**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	SS05
------------------	------

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

within service core budget, contracted hours 36 + 3 hours contractual.

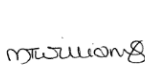
Current Year	2025-26	£36,752.63	Will any additional Savings be made?	No
Next Year	2026-27	£50,273.17	If Yes , amount?	
Top of Grade	2029-30	£53,727.92		
Is a change to the Gross Post Budgeted Hours required?		No	If Yes, Post Number:	N/A
New Gross Post Budgeted Hours		N/A	Reason	
Effective Date of Hours Change		N/A	If Temporary, What is the end date?	N/A

#### Authorisations:

#### Decision of Finance

Print Name	Jason McLeod	Date	20/05/2025
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	Michelle Williams	Date	20.5.25
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature			
Reason for rejection			

#### For Office Use Only:

Approved	Yes	Date	20/05/2025	Post Number	POST007434
----------	-----	------	------------	-------------	------------

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

THR / Payroll Instruction:

Please release vacancy to POSN412813