

# Establishment Control Form Releasing A Vacancy

For Office Use Only  
ECF Ref: 25 1038

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		Michelle Williams	
Service	Operational_InHouse_Service	Section	Mobile Patrol Team
Recruiting Manager/Author Name		Joanne Alty	
Recruiting Managers Contact Number	1519344541	Date:	29/04/2025
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Sue Mooney	

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)

Some of the current casual staff have advised that they are unable to fulfill some of the hours we require due to other commitments. The casual staff support the service on an ad hoc basis to cover leave and sick absence as and when service requires. In order to maintain KPIs and current SLAs we need to increase the number of Casual staff we have available to support the service, particularly as the summer period is about to commence.

Name of Previous Role Holder if applicable		Various	
Term of post:	Permanent	If temporary fixed term end date :	
Position No:	Various	Posn Title:	Patrol Officer
Posn Location	Sefton ARC	Position Allowances	N/A

Hours	0.00	Grade	B	SCP	2
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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	SS06
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Full Explanation of Funding Source. I.E. Central/Core/External funding etc...

Core staffing budget. ECF is approved on the basis that overall costs for casual staff will not increase as agreed with Steve Dwyer 13/05/25. Costs cannot be quantified below due to casual hours being worked as required.

Current Year	2025 - 2026		Will any additional Savings be made?	No
Next Year	2026 - 2027		If Yes , amount?	
Top of Grade	20?? - 20??			
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	

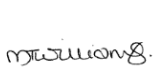
#### Authorisations:

#### Decision of Finance

Print Name	Kate Payne	Date	14/05/2025
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature	K Payne		
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	Michelle Williams	Date	21.05.25
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature			
Reason for rejection			

#### For Office Use Only:

Approved	Yes	Date	22/05/2025	Post Number	POST018381
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#### PART THREE - Establishment Control to complete with any additional information for THR

#### THR / Payroll Instruction:

Please contact EC for POSN numbers as an when required.