



## 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

Risthardh Hare

Service Childrens\_Social\_Care

Section Corporate Parenting Service

Recruiting Manager/Author Name

Risthardh Hare/Jo Cross

Recruiting Managers Contact Number

MSTEAMS

Date:

30/01/2025

Employment Status

Sefton

Post Service Conditions

Local Gov (NJC)

If approved who is the Line Manger

Jo Cross

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)

Make the current interim post of Head of Service - Immediate Response and Assessment a permanent post within the structure and carryout a a Employment Procedures Committee recruitment and selection process to fill the post permanently.

Permanent Post to be Graded at HAY 4 with no Market Supplement

Posn Title: Head of Service - Immediate Response and Assessment

Posn Location Magdalen House


Position Allowances N/A

Hours 36.00

Grade HAY

SCP HAY 4

Term Permanent

Fixed-Term End Date		JE Number		JE Score	
ASC Workforce Data Set Main Job Role Code if Applicable			N/A		
CSC SWWC Organisation Role Code if Applicable					
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	
Exit Strategy. e.g: redundancy costs	N/A				
PART TWO - For Additional advice contact your Finance Officer BEFORE completing this section					
Expenditure Code	YM13	Gross Post Budgeted Hours	36	Reason	Please Select...
Will this Post take Gross Post Budgeted Hours from another Post?				Post Number	
Gross Post Budgeted Hours to be deducted from this Post					
Full Explanation of Funding Source. I.E. Central/Grant details/External funding start and end dates etc...					
Funding source has not been identified, this represents a budget pressure. Assumes 1st September start date.					
Current Year	2025 - 2026	£64,168.00	Will any additional Savings be made?		No
Next Year	2024 - 2025	£110,003.00	If Yes , amount?		
Top of Grade	20?? - 20??	£110,003.00			
Authorisations:					
Decision of Finance					
Print Name	Sophie Britnell		Date	29.05.25	
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	S.Britnell				
Reason for rejection					
Decision of Executive/Assistant Director of Service					
Print Name	Risthardh Hare		Date	29/05/2025	
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved				
Signature					
Reason for rejection					
For Office Use Only:					
Approved	Yes	Date	29/05/2025	Post Number	POST304302
PART THREE - Establishment Control to complete with any additional information for THR					
THR / Payroll Instruction:					

Release Permanent Vacancy POSN418200

Permanent Vacancy to be Graded at HAY 4 with no Market Supplement