



Establishment Control Form Releasing A Vacancy

For Office Use Only
ECF Ref: 25 1295

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		Sarah Alldis	
Service	Adult_Social_Care	Section	Financial Assessment
Recruiting Manager/Author Name		Nicola Tully	
Recruiting Managers Contact Number	3987	Date:	03/06/2025
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Nicola Tully	

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)

Request to fill vacant post of 18 hours to Clerical Officer POST017194. This is due to retirement of person currently in the post Laura Johnson leaving 22 June 25

Name of Previous Role Holder if applicable		Laura Johnson	
Term of post:	Permanent	If temporary fixed term end date :	n/a
Position No:	POSN003080	Posn Title:	Clerical Officer
Posn Location	Magdalen House	Position Allowances	N/A
Hours	18.00	Grade	D
		SCP	5

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

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

Core - No additional cost post has become vacant due to retirement of existing postholder.

Current Year Will any additional Savings be made?

Next Year If Yes , amount?

Top of Grade

Is a change to the Gross Post Budgeted Hours required? If Yes, Post Number:

New Gross Post Budgeted Hours Reason

Effective Date of Hours Change If Temporary, What is the end date?

Authorisations:

Decision of Finance

Print Name Date

Approval ☒ Approved ☐ Not Approved

NB: The Finance officer must ensure that expenditure codes and costs are fully identified before sending on to the AD for their approval

Signature

Reason for rejection

Decision of Executive/ Assistant Director of Service

Print Name Date

Approval ☒ Approved ☐ Not Approved

Signature

Reason for rejection

For Office Use Only:

Approved Date Post Number

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

THR / Payroll Instruction:

Vacancy Release POSN003080