

Establishment Control Form Releasing A Vacancy

For Office Use Only
ECF Ref: 25 1002

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		Melanie Ormesher	
Service	Communities	Section	Bootle Leisure Centre
Recruiting Manager/Author Name		Nicola Keatley	
Recruiting Managers Contact Number	7973473899	Date:	16.04.25
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Nicola Keatley	

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)

Followin the resignation of Matthew Knott (EE 814315) 21.92 hour leisure attendant post, effective 08.05.25 his post is soon to be vacant following. We therefore, request permission to fill this this post. It is essentail that we release this post in order to open and operate both swimming pools and run the schduled pool timetable that we offer the schools, after school swimming lessons, our members and the general public. The post is also critial to ensure continuity of service and to ensure that our customers safety and high standards of service are maintained at all times. Permission to advertise all 3 channels simultaneously due to qualifications of the post required. Although redeployment would be given priority if applicable if the candidate holds the Royal Lifesaving Society National Pool Lifeguard Qualification.

Name of Previous Role Holder if applicable		Matthew Knott	
Term of post:	Permanent	If temporary fixed term end date :	
Position No:	POSN412479	Posn Title:	Leisure attendant
Posn Location	Bootle leisure centre	Position Allowances	Unsocial pay - attach rota
Hours	21.92	Grade	C_
		SCP	3

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 Budget

Current Year	<input type="text" value="25/26"/>	<input type="text" value="£15,052.75"/>	Will any additional Savings be made?	<input type="text" value="No"/>
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Next Year	<input type="text" value="26/27"/>	<input type="text" value="£18,358.61"/>	If Yes , amount?	<input type="text" value=""/>
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Top of Grade	<input type="text" value=""/>	<input type="text" value="£18,358.61"/>
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Is a change to the Gross Post Budgeted Hours required?	<input type="text" value=""/>	If Yes, Post Number:	<input type="text" value=""/>
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New Gross Post Budgeted Hours	<input type="text" value=""/>	Reason	<input type="text" value=""/>
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Effective Date of Hours Change	<input type="text" value=""/>	If Temporary, What is the end date?	<input type="text" value=""/>
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Authorisations:

Decision of Finance

Print Name	<input type="text" value="R Hampson"/>	Date	<input type="text" value="17/04/2025"/>
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Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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Signature	
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NB: The Finance officer must ensure that expenditure codes and costs are fully identified before sending on to the AD for their approval

Reason for rejection	<input type="text" value=""/>
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Decision of Executive/ Assistant Director of Service

Print Name	<input type="text" value="MEL ORMESHER"/>	Date	<input type="text" value="23-Apr-25"/>
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Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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Signature	<input type="text" value="MEL ORMESHER"/>
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Reason for rejection	<input type="text" value=""/>
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Approved	<input type="text" value="Yes"/>	Date	<input type="text" value="25/04/2025"/>	Post Number	<input type="text" value="POST017811"/>
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PART THREE - Establishment Control to complete with any additional information for THR

THR / Payroll Instruction:

Vacancy Release POSN412479