

# Establishment Control Form Releasing A Vacancy

For Office Use Only  
ECF Ref: 24 1135

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		Melanie Ormesher	
Service	Communities	Section	Bootle Leisure Centre
Recruiting Manager/Author Name		Nicola Keatley	
Recruiting Managers Contact Number	0151 330 33301	Date:	07.11.24
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)

Following the resignation of Archie Kennedy (Employee number 855446 ) his 15.24 hour leisure attendant post will be vacant from the 30.11.24. We 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		Archie Kennedy	
Term of post:	Permanent	If temporary fixed term end date :	
Position No:	POSN406130	Posn Title:	Leisure Attendant
Posn Location	Bootle leisure centre	Position Allowances	Unsocial pay - attach rota

Hours	15.24	Grade	C_	SCP	3
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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	HS05
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Full Explanation of Funding Source. I.E. Central/Core/External funding etc...

Core Budget

Current Year	2024 - 2025		Will any additional Savings be made?	
Next Year	2025 - 2026	£12,200.00	If Yes , amount?	
Top of Grade	2026 - 2027	£12,200.00		

Is a change to the Gross Post Budgeted Hours required?		If Yes, Post Number:	
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New Gross Post Budgeted Hours		Reason	
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Effective Date of Hours Change		If Temporary, What is the end date?	
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**Authorisations:**

**Decision of Finance**

Print Name	ERYL HOOSON	Date	26/02/2025
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> 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	Eryl Hooson		
Reason for rejection			

**Decision of Executive/ Assistant Director of Service**

Print Name	Andrea Watts	Date	26/02/2025
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Signature	AmWatts		
Reason for rejection			

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Approved	Yes	Date	26/02/2025	Post Number	POST017811
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**PART THREE** - Establishment Control to complete with any additional information for THR

THR / Payroll Instruction:

please release 15.24hr vacancy to POSN416869

