



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	HP Team 10
Recruiting Manager/Author Name		Paula Seivewright	
Recruiting Managers Contact Number			Date: 13/01/2025
Employment Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Rebecca Duggan	

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)

Request to create and release x2 Family Support Worker posts within Support & Protect Team 10. These posts are approved within cabinet report May 2024 however were initially put on hold whilst other teams assimilated. Staffing at ATM and SW level is now complete within Team 10 with those coming out of Academy and team now requires the support of FSW included within structure.

Posn Title:		Family Support Worker					
Posn Location		Support & Protect Team 10		Position Allowances		N/A	
Hours	36.00	Grade	G	SCP	20	Term	Permanent

Fixed-Term End Date		JE Number	A4741	JE Score	377
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	No	No	No	
Exit Strategy. e.g: redundancy costs					
PART TWO - For Additional advice contact your Finance Officer BEFORE completing this section					
Expenditure Code	YS28	Gross Post Budgeted Hours		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...					
Part of the approved CSC Staffing Structure.					
Current Year	2023 - 2024	n/a	Will any additional Savings be made?		No
Next Year	2024 - 2025	n/a	If Yes , amount?		
Top of Grade	20?? - 20??	n/a			
Authorisations:					
Decision of Finance					
Print Name	Sophie Britnell		Date	07.03.25	
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	Ristahrhdh Hare		Date	07/03/2025	
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved				
Signature	R.Hare				
Reason for rejection					
For Office Use Only:					
Approved	Yes	Date	10/03/2025	Post Number	POST304402
PART THREE - Establishment Control to complete with any additional information for THR					
THR / Payroll Instruction:					

Release x2 Vacancies - POSN417260 & POSN417261