



# Establishment Control Form

## Creating a New Post

For Office Use Only  
ECF Ref:

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 **Establishment.Control@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 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. If the answer you wish to input is missing, please state this in the text box below.

#### PART ONE

Assistant Director /Executive Director		Nadine Carroll	
Service	Education_ Excellence	Section	SEND
Recruiting Manager/Author Name		Heather Glennie	
Recruiting Managers Contact Number	7811130301	Date:	19.06.2025
Employment Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Jane Rannard	

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)

This is to replace the Grade D Business Support Assistant post previously occupied by William (Billy) Fawcett. It has been agreed to increase to this Grade E Finance Assistant post in line with service demands. This will be a full time permanent post. The successful candidate will sit within the Finance team at Magdalen House.

Posn Title:	Finance Assistant		
Posn Location	Magdalen House	Position Allowances	N/A
Hours	36.00	Grade	E
SCP	7	Term	Permanent

Fixed-Term End Date		JE Number	A4387	JE Score	370
ASC Workforce Data Set Main Job Role Code if Applicable			N/A		
CSC SWWC Organisation Role Code if Applicable			N/A		
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	
No	N/A	No	No	No	
Exit Strategy. e.g: redundancy costs					
PART TWO - For Additional advice contact your Finance Officer BEFORE completing this section					
Expenditure Code	L72 R002	Gross Post Budgeted Hours	36	Reason	Succession
Will this Post take Gross Post Budgeted Hours from another Post?			Yes	Post Number	POST018739
Gross Post Budgeted Hours to be deducted from this Post			36		
Full Explanation of Funding Source. I.E. Central/Grant details/External funding start and end dates etc...					
Core funding. This new post is to utilise funding from the Service Support Officer role: POST018739 which this will replace one of and will also utilise funding from POST090867 which is to be downgraded to H. Costs shown assume an August 2025 start and include on-costs.					
Current Year	2025 - 2026	£21,651.76	Will any additional Savings be made?		No
Next Year	2026 - 2027	£33,007.54	If Yes , amount?		
Top of Grade	20?? - 20??	£34,666.06			
Authorisations:					
Decision of Finance					
Print Name	CHARLIE LOWE		Date	19/06/2025	
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	C. Lowe				
Reason for rejection					
Decision of Executive/Assistant Director of Service					
Print Name	Nadine Carroll		Date	19/06/2025	
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved				
Signature	N. Carroll				
Reason for rejection					
For Office Use Only:					
Approved	Yes	Date	19/06/2025	Post Number	POST305058
PART THREE - Establishment Control to complete with any additional information for THR					
THR / Payroll Instruction:					

Please release vacancy to POSN418283