



Establishment Control Form Releasing A Vacancy

For Office Use Only
ECF Ref: 24/1161

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 | | Risthardh Hare | |
| Service | Childrens_Social_Care | Section | |
| Recruiting Manager/Author Name | | Angela O'Neill | |
| Recruiting Managers Contact Number | 2111 | Date: | 08/11/2024 |
| Employee Status | Post Service Conditions | If approved who is the Line Manger | |
| Sefton | Local Gov (NJC) | Paula Sievwright | |

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)

Tony Mushrow - 807345, has been successful for a post within Team Around Schools. This will leave a Team Manager Vacancy in Support and Protect Team 3. Request to release the vacancy and cover with an agency worker in the interim until the vacancy is filled.

Acdamey Team 2 as a whole - is merging with Help & Protect and therefore will become - Support and Protect Team 3.

The vacancy is currently in Academy Team 2 until formal paperwork has been completed when it will move to Help & Protect services.

| | | | |
|--|----------------|------------------------------------|--------------|
| Name of Previous Role Holder if applicable | | Anthony Mushrow | |
| Term of post: | Permanent | If temporary fixed term end date : | 31/03/2025 |
| Position No: | POSN407200 | Posn Title: | Team Manager |
| Posn Location | Magdalen House | Position Allowances | N/A |
| Hours | 36.00 | Grade | L |
| | | SCP | 42 |

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 YS27

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

Core. Post is part of the budgeted 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

Is a change to the Gross Post Budgeted Hours required? No If Yes, Post Number: N/A

New Gross Post Budgeted Hours N/A Reason

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

Authorisations:

Decision of Finance

Print Name Sophie Britnell Date 16.12.24

Approval ☒ Approved ☐ Not Approved

Signature S.Britnell

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

Decision of Executive/ Assistant Director of Service

Print Name Risthardh Hare Date 08/11/2024

Approval ☒ Approved ☐ Not Approved

Signature Risthardh Hare

Reason for rejection

For Office Use Only:

Approved Yes Date 16/12/2024 Post Number POST017996

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

THR / Payroll Instruction:

Release POSN411401 on Perm basis.
Recruit to Agency memembr of staff in interim period until 31/03/2025.
ECF Extended until 31.08.2025