

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		Michelle Williams	
Service	Operational_InHouse_Service	Section	Vehicle Maintenance & Fleet Management
Recruiting Manager/Author Name		Marie Gosling	
Recruiting Managers Contact Number		288 6152	Date: 15/05/2023
Employee Status	Post Service Conditions	If approved who is the Line Manger	
Sefton	Local Gov (NJC)	Joel Powell	

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)

Due to the retirement of the previous post holder Dean Poole the service requires a full time served Mechanic as soon as possible to ensure the fleet is maintained to legal requirements.

DUE TO RECRUITMENT ISSUES VALIDITY OF ECF EXTENDED TO 01 05 24

Term of post:	Permanent	If temporary fixed term end date :	
Position No:	POST 009280	Posn Title:	Auto Fitter
Posn Location	Hawthorne Road Depot	Position Allowances	N/A
Hours	36+3	Grade	G
		SCP	20

PART TWO - For Additional advice contact your Finance Officer BEFORE completing this section

Expenditure Code SV01

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

Current Year	2022 - 2023	£39,468.00	Will any additional Savings be made?	
Next Year	2023 - 2024		If Yes , amount?	
Top of Grade	20?? - 20??	£44,538.00		

Authorisations:

Decision of Finance

Print Name Andrew Rose Date 18/05/2023

Approval Approved Not Approved

Signature *Andrew D Rose*

Reason for rejection

NB: The Finance officer must ensure that expenditure codes and costs are fully identified before sending on to the AD for their approval

Decision of Executive/ Assistant Director of Service

Print Name Marie Gosling Date 15th May 2023

Approval Approved Not Approved

Signature *M. B. Gosling*

Reason for rejection

For Office Use Only:

Approved Date Post Number POST

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

THR / Payroll Instruction:

Releasing A Vacancy - Auto Fitter DUE TO RECRUITMENT ISSUES VALIDITY OF ECF EXTENDED TO 01 05 24