

ECF - ESTABLISHMENT CONTROL FORM TO MANAGE ALL VACANCIES & RECRUITMENT			
<p>In order to manage and control recruitment costs, this form must be completed as part of the recruitment process to fill all vacancies and should be sent to and signed off by Finance.</p> <p>All ECFs must be sent to the <b>Quality and Value</b> panel for review <b>before</b> processing by Recruitment. Once approved by panel the completed ECF must be sent to <b>Recruitment</b> within <b>two weeks</b>.</p> <p>A Position Number is essential for all recruitment and for the processing of New Starter, Employee Change and Additional Post (SW) Forms by <b>Workforce Information</b>.</p> <p>To search for the position number of the previous postholder please use the Positions Dashboard by clicking in the link to the right. <a href="#">Positions Dashboard</a></p> <p>If the position is a new post please contact your Finance Manager to request that a new position is created.</p> <p>Please add the Position number for the vacancy/post in the right hand column of the orange box below (unless it is a new position).</p> <p><b>Apprenticeships</b> – Please contact lch.od@nhs.net before completing the sections below.</p> <p>Reminder For all posts Band 7+ need to include a representation from the BME Fair Recruitment List to be involved with recruitment and selection process.</p>			
<p>This form should be used where one of the following change requests applies</p> <ul style="list-style-type: none"> <li>Permanent Recruitment</li> <li>Request for Temporary Recruitment (Fixed Term Temporary or Secondment)</li> <li>Extension to a Fixed Term Temp, Secondment, or Acting up assignment</li> <li>Increase in Contracted Hours or Medical Sessions</li> <li>Retire and Return request</li> <li>Agency/Locum cover</li> <li>Upgrade existing assignment</li> </ul>			
Section 1: Details of the Post			
<p><b>A Position Number is required for Recruitment &amp; for the completion of New Starter SW1 or Employee Change SW2 forms submitted to WFI (This should be provided by the recruiting manager unless it is a new post)</b></p>			
Employee Number (Payroll/Assignment No) of Previous Post Holder	10092517 & 11133942	Please provide the ESR Position Number for the role You can search for this in the Positions Dashboard above	10481422
Position/Job Title	Healthcare assistant	Band	3
Division (Business Unit)	Specialist Business Unit	Number of Posts	2
Department	HMFD/ wetherby	Site Location	HMFD/ Wetherby
Team/Organisation (as it appears on ESR)	Primary care	Type of Post (select from dropdown)	Direct Replacement
Type of Contract (select from dropdown)	Permanent	Date the post/hours became vacant	28.02.2023
Fixed Term Temp/Secondment end date		Sponsoring Manager	nicola betts
Hours/PAs	37.5	Sponsoring Manager's email	<a href="mailto:nicola.betts@nhs.uk">nicola.betts@nhs.uk</a>
Cost Centre/ Code	118870	Subjective Code	1672
<b>Requirements for the Job Role:</b>			
Is a Professional Registration required (choose from dropdown)	No		
Please specify the Profession or the Profession being supported (choose from dropdown)	Other	Other: (please detail)	W12 Jnr 2 or B100 certificate equivalent in experience.
Please select the subgroup (if applicable)	Admin - Clinical Support		
Please specify the Professional Registration required for the role (choose from dropdown, if multiple Professional Registrations are allowed please provide further detail)	ng/A	Other: (please detail)	
Does the role require working with Children?	Both		
<b>Other Details:</b>			
DBS annual update - Adult & child, alongside HMPS vetting.			
Is the position Clinical/Non-Clinical? (do not select)	Clinical		
Section 2: Details of the Request			
<b>This is a request to:</b>			
1. Recruit to a vacancy (if selected, please attach a Job Description, Person Specification, Advert and Recruitment e-Checklist)	Yes		
Name of current post holder (if applicable)			
2. Extend a Fixed Term Temporary or Secondment assignment	No		
Name of current post holder	empty position		
Extension period from	Extension period to		
3. Making a Fixed Term Temporary or secondment assignment permanent	No		
Name of current post holder	0		
Temp contract end date (do not amend)	0		
4. Extend existing Acting Up arrangements	No		
Name of current post holder			
Acting up period from	Acting up period to		
5. Increase Contracted Hours/Session/PAs of existing employee	No		
Name of current post holder			
From	To		
6. Request for a 'retire and return'	No		
Name of current post holder			
7. Agency/Locum request	No		
From	To		
Please include any comments you feel relevant to section 2:			
Section 3: Rationale			
Please specify the background to this request, why has this request come about?	Previous appointee gave back word prior to start date. Vacant post since August 2022. Currently no HCA in post within the YD.		
Please outline details on service impact, patient care, targets and any financial implications which you feel may arise from this request not being approved.	No supporting grade in place to support nursing team.		
Please indicate if this Business Unit/Service is different to others listed.	specialist Business Unit		
Please outline what other options or solutions have been considered prior to this request.	LCH Bank / CLASS		
Please outline any considerations you have made to how you will recruit to this role or if the request relates to a temporary change, how you will mitigate the requirement in the future.			
Please give any other relevant details regarding this post that you have not already covered above.			
Recruiting Managers Name	nicola betts	Date: 8.11.24	
Recruiting Managers Signature	nicola betts		
Recruiting Managers Contact	1937544424		
Section 4: Senior Manager/Executive Approval			
Senior Manager/Executive Name	Debbie Galton	Date	
Senior Manager/Executive Signature	D Galton	22/11/2024	
Senior Manager/Executive Contact			
Comments			
Section 5: Finance Approval (Finance Dept only)			
I confirm that this role is:	Established within Budget	ECF Number	SPEC242503
Is a new position required	No		
Cost of change (annual cost including enhancements etc)	£63,300		
Comments	Finance Approved - Wetherby YD Primary Care Underpenned APT 13346. Business Unit Underpenned by 12274.		
Finance Manager:	Richard Stephenson	25-Nov	
Finance Manager Signature:			
Finance Manager Contact:	<a href="mailto:Richard.Stephenson@nhs.uk">Richard.Stephenson@nhs.uk</a>		
Section 6: Business Unit/Local Panel Outcome			
Outcome (choose from drop down)			
Business Unit (do not amend)	Specialist Business Unit		
Is this a request for Admin staff?			
Senior Manager/Executive Name	Date		
Senior Manager/Executive Signature			
Comments			
Section 7: Quality and Value Panel Decision			
Quality and Value Decision			
Date			
Comments			