

ECF - ESTABLISHMENT CONTROL FORM TO MANAGE ALL VACANCIES & RECRUITMENT			
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.			
All ECFs must be sent to the <b>Quality and Value panel</b> for review before processing by Recruitment. Once approved by panel the completed ECF must be sent to <b>Recruitment</b> within <b>two weeks</b> .			
A Position Number is essential for all recruitment and for the processing of new Starter, Employee Change and Additional Post (SW) Forms by Workforce Information.			
To search for the position number of the previous postholder please use the Positions Dashboard by clicking on the link to the right. <a href="#">Positions Dashboard</a>			
If the position is a new post please contact your Finance Manager to request that a new position is created.			
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).			
<b>Apprenticeships</b> – Please contact kch.od@nhs.net before completing the sections below.			
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			
This form should be used where one of the following change requests applies • Recruitment Recruitment • Extension to Temporary Recruitment (Fixed Term Temporary or Secondment) • Extension to a Fixed Term Temp, Secondment, or Acting up assignment • Increase in Contracted Hours or Medical Sessions • Redire and Return request • Agency/Local cover • Regrade existing assignment			
<b>Section 1: Details of the Post</b>			
<b>A Position Number is required for Recruitment &amp; for the completion of New Starter SW1 or Employee Change SW2 forms submitted to WH! (This should be provided by the recruiting manager unless it is a new post)</b>			
Employee Number (Payroll/Signage No.) of Previous Post Holder	10092517 & 3133942	Please provide the <b>ESR Position Number</b> for the role you can search for this in the Positions Dashboard above	10981422
Position/Job Title	<b>Healthcare assistant</b>	Band	5
Division (Business Unit)	<b>Specialist Business Unit</b>	Number of Posts	2
Department	<b>HMOU Wetherley</b>	Base Location	<b>HMOU Wetherley</b>
Team/Organisation (as it appears on ESR)	<b>Primary care</b>	Type of Post (selected from dropdown)	<b>Direct Replacement</b>
Type of Contract (select from dropdown)	<b>Permanent</b>	Date the post/Hours became vacant	<b>28.02.2023</b>
Fixed Term Temp/Secondment and date		Sponsoring Manager	<b>nicola.betts</b>
Hours/Pa	<b>37.5</b>	Sponsoring Manager's email	<b>nicola.betts@nhs.uk</b>
Care Contract Code	<b>HSB70</b>	Subjective Code	<b>SBT2</b>
<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 (please bring dropdown)		Other (please detail)	N/A
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)		Other (please detail)	
Does the role require working with Children?		Both	
<b>Other details:</b>			
DfI annual updates - Adult & child alongside WHPPS voting			
Is the position Clinical/Non-Clinical? (do not amend)		Clinical	
<b>Section 2: Details of the Request</b>			
<b>This is a request for:</b>			
1. Recruit to a vacancy (if selected, please attach a Job Description, Person Specification, Advert and Recruitment Checklist)		Yes	
Name of current post holder (if applicable)			
2. Extend a Fixed Term Temporary or Secondment appointment		No	
Name of current post holder		empty position	
Extension period from		Extension period to	
3. Making a Fixed Term Temporary or Secondment assignment government		No	
Name of current post holder		0	
Temp contract and date (do not amend)		0	
4. Extend existing Acting job arrangements		No	
Name of current post holder			
Acting up period from		Acting up period to	
5. Increase Contracted Hours/Deductions/PAs of existing employee		No	
Name of current post holder			
From		To	
6. Request for a 'return and return'		No	
Name of current post holder			
7. Agency/Outsourcing request		No	
From		To	
Please include any comments you feel relevant to section 2			
<b>Section 3: Rationale</b>			
Previous approval given back worst prior to start date. Vacant post since August 2023. Currently no HCA in post within the YOL.			
No supporting grade in place to support nursing team.			
specialist Business Unit			
ECN Bank / CLASS			
Please outline what other options or solutions have been considered prior to this request.			
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	319794404		
<b>Section 4: Senior Manager/Executive Approval</b>			
Senior Manager/Executive Name	Deshale Gattion	Date	
Senior Manager/Executive Signature	DJ Gattion	Date	22/11/2024
Senior Manager/Executive Contact			
Comments			
<b>Section 5: Finance Approval (Finance Dept only)</b>			
I confirm that this role is:			
Established within Budget		ECF Number	SPC2KAS203
Is a new position required			
Cost of change personal unit including adjustments unit		£13,306	
Comments			
Finance Approved - Wetherley YOI Primary Care Underpayment AP7 £3348_Business Unit Underpayment by £2576.			
Finance Manager:	Richard Stephenson	Date:	26-Nov
Finance Manager Signature:	/ s/hg/wh/10/24		
Finance Manager Contact:	Richard.Stephenson@nhs.uk		
<b>Section 6: Business Unit/Local Panel Outcome</b>			
Outcome (choose from drop down)		Specialist Business Unit	
Business Unit (do not amend)			
Is this a request for Admin staff?			
Senior Manager/Executive Name		Date	
Senior Manager/Executive Signature			
Comments			
<b>Section 7: Quality and Value Panel Decision</b>			
Quality and Value Decision:			
Date:			
Comments			