

ECP Roles & Responsibilities



North Central London
Clinical Commissioning Group

Line Manager Responsibilities	ECP Champion Responsibilities	HR Responsibilities (Form A)	HR Responsibilities (Form B and C)	Finance Responsibilities	ECP Panel	Recruitment/Payroll
<ul style="list-style-type: none"> Before completing a WAP form, use the job evaluation flow chart to see if job evaluation is required If the job needs evaluation, please prepare a job description and person specification (if not using an existing one) using the guidance. Then send the job description to your HR Business Partner for evaluation BEFORE submitting an ECP form Fully complete the relevant ECP form and sign the form in the line manager section of the form. Obtain the budget holder/Director's signature Send completed form to your directorate ECP Champion within the weekly deadlines Answer any queries that HR or Finance may have during the approvals process. Submit ECP forms to recruitment and payroll by the relevant deadline 	<ul style="list-style-type: none"> Be the first point of contact for line managers to check on the status of their ECP forms Quality check ECP forms sent in by line managers Obtain Executive Director sign-off either directly or via Executive Assistant Populate the ECP Champion section of the shared tracker with information from the ECP form Save the ECP form with the referencing convention in the assigned folder Send line managers approved ECP forms with instructions on whether to send to the Payroll and/or Recruitment teams. 	<ul style="list-style-type: none"> HR Team Administrator to check the shared tracker and the relevant Directorate's ECP folder for any new Forms A that may have come in from the ECP Champions HR Team Administrator to liaise with line managers (copying in the Directorate ECP Champion) if further information is required on the forms from a HR perspective HR Team Administrator to populate "HR Comments" in the HR section of the shared tracker HR Team Administrator to extract the details of all approved ECP Forms A and prepare the ECP submission and send to the Senior HR Advisor/Deputy Head of HR for review each Wednesday morning Once Senior HR Advisor/Deputy Head of HR have reviewed, HR Team Administrator to send the weekly submission to the ECP panel each Thursday, copying in Finance Team HR Team Administrator to add the panel approvals and comments on the ECP forms A in the folder; and the HR section of the shared tracker within 2 working days of date of the ECP panel. 	<ul style="list-style-type: none"> HR Business Partners to check the shared tracker and their Directorate's ECP folder for any new Forms B and C that may have come in from the ECP Champions HR to liaise with line managers (copying in the Directorate ECP Champion) if further information is required on the forms from a HR perspective HR Business Partners to add approvals on ECP forms B + C; and on the HR section of the shared tracker within 5 working days of receiving a completed form. 	<ul style="list-style-type: none"> Finance to liaise with line managers (copying in the Directorate ECP Champion) if further information is required on the forms from a Finance perspective Finance to add approvals on all ECP forms (A, B and C) and the Finance section of the shared tracker within 5 working days of receiving a completed form. 	<ul style="list-style-type: none"> Review ECP submission on a weekly basis Ensure that they delegate panel responsibilities if they are on leave Flag any questions or queries in relation to the submission with HR Team Administrator Confirm approvals from the weekly submission 	<ul style="list-style-type: none"> Recruitment to action Forms A and B Recruitment to flag any questions or queries with the recruiting manager Recruitment to confirm with the recruiting manager when the form has been actioned Payroll to action Forms C Payroll to flag any questions or queries with the line manager Payroll to confirm when the form has been actioned with the member of staff