

**YORKSHIRE DALES NATIONAL PARK AUTHORITY  
FINANCE & RESOURCES COMMITTEE**

7<sup>th</sup> August 2006

**STAFFING MATTERS**

**Purpose of Report**

To update Members on the staffing establishment as at 30<sup>th</sup> June 2006 and to advise on recent staffing changes.

**Strategic Planning Framework**

The information contained in this report is consistent with the Authority's statutory purposes and its approved strategic planning framework:

- ***Best Value Performance Plan***

"Plan and manage all aspects of the Authority's business so as to make the most effective use of our resources"

**Establishment as at 30<sup>th</sup> June 2006**

DEPT	TOTAL NO. OF POSTS	FTE	EMPLOYMENT STATUS		STAFF IN POST			
			No. of Established Posts	No. of Temporary Posts	No. of full-time Staff	No. of part-time Staff	No. of Job-Share Staff (no. of posts in brackets)	No. of Staff <u>NOT</u> in post
Secretariat	7	6.6	7	0	5	1	2 (1)	0
Finance & Resources	20	19	19	1	14	5	2 (1)	0
Planning	19	19	19	0	14	0	9 (4)	1
Conservation & Policy	20	19.4	18	2	17	2	2(1)	0
Park Man	35	35	32	3	34	0	0	1
External Affairs	36	25.6	36	0	13	22	2(1)	0
<b>TOTAL</b>	<b>137</b>	<b>124.6</b>	<b>131</b>	<b>6</b>	<b>97</b>	<b>30</b>	<b>17 (8)</b>	<b>2</b>

- In order to reconcile Total No. of Posts with Staff in Post (using the full time, part time, job share and staff not in post), apply the figures in brackets in column 8 for job share.

### Current /Future Vacancies Position

DEPARTMENT	VACANCY	POSITION
Park Management	Access and Recreation Administrative Officer	Interviews held on 26 <sup>th</sup> May 2006 and Corinne Kirkley was appointed.
Planning	Administrative Officer	Interviews held on 30 <sup>th</sup> May 2006 and Andrea Cockerill was appointed

### New Employees/Transfers & Contract Changes

Those employees that have either recently joined the Authority, or have transferred posts within the Authority, are listed below.

Department	Post	Recruitment Data	Appointment
Finance and Resources	Personnel and Training Officer	<u>External Advert</u> 5 candidates interviewed	Sally Jowett started on 19 <sup>th</sup> June 2006.
External Affairs	Admin Support Officer (Part-time)	<u>External Advert</u> 5 candidates interviewed	Stuart Willis started on 1 <sup>st</sup> June 2006.
Park Management	Access and Recreation Administrative Officer	<u>External Advert</u> 5 candidates interviewed	Corinne Kirkley started on 17 <sup>th</sup> July 2006.
Planning	Administrative Officer	<u>External advert</u> 2 candidates interviewed	Andrea Cockerill started on 5 <sup>th</sup> July 2006.

## **Leavers**

The list below identifies those employees that have either left the Authority or have a leaving date.

<b>Name</b>	<b>Leaving Date</b>	<b>Position</b>	<b>Additional Info</b>
Andy Long	5.5.06	Access & Recreation Administrative Officer	Voluntary resignation
Jackie Germain	31.5.06	Admin Officer (Planning)	Voluntary resignation

## **Recommendation**

Members are asked to note the contents of this report.

CHRISTINE PRATT  
SENIOR ADMINISTRATIVE OFFICER

14<sup>th</sup> July 2006