

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

13th February 2006

STAFFING MATTERS

Purpose of report

To update Members on the staffing establishment as at 31st December 2005 and to advise of 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 31st December 2005

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	18	18	18	0	13	0	10 (5)	0
Conservation & Policy	19	18.4	18	1	16	2	2(1)	0
Park Man	36	36	33	3	36	0	0	0
External Affairs	37	25.6	37	0	8	25	6(3)	1
TOTAL	137	123.6	132	5	92	33	22 (11)	1

- to reconcile Total No. of Posts with Staff in Post use the figures in brackets in Column 8.

The vacancy shown above under 'External Affairs' was advertised and the successful candidate started in January 2006. Details are shown in the New Employees table below.

Current /Future Vacancies Position

DEPARTMENT	VACANCY	POSITION
External Affairs	Administration Officer	Interviews held on 19/10/05 and Leanne Fox was appointed.
Finance & Resources	Personnel and Training Officer (maternity cover)	Advertised in December 2005 but no suitable candidates applied for the position. To be re-advertised in February 2006.
Finance & Resources	Receptionist/Administrative Officer	Interviews held on 29/11/05 and Maureen Burton was appointed.
Planning	Training Planning Officer (previously Enquiries Officer)	Interviews held on 8 th December 2005 and Thomas Harland was appointed.
Planning	Senior Planning Officer	Interviews held on 1 st December 2005 and Richard Graham was appointed.
Park Management	Pennine Bridleway Technician (2 year contract)	Interviews held on 7 th December 2005 and Cathy Bradley was appointed.
Park Management	Access Technician (2 year contract)	Interviews held on 7 th December 2005 for the above position. Jonah Tosney was then appointed to this post which became vacant when Cathy Bradley accepted the position of Pennine Bridleway Technician.

New Employees/Transfers & Contract Changes

Outlined below is a list identifying those employees that have either recently joined the Authority or have transferred posts within the Authority.

Department	Post	Recruitment Data	Appointment
External Affairs	Administration Officer	<u>External Advert</u> Internal candidate appointed	Leanne Fox transferred to External Affairs on 9 th January 2006.
Finance and Resources	Receptionist	<u>External Advert</u> External candidate appointed	Maureen Burton started on 9 th January 2006

Department	Post	Recruitment Data	Appointment
Park Management	Pennine Bridleway Technician	<u>External Advert</u> Internal candidate appointed	Cathy Bradley appointed and will start on 15 th February 2006
Planning	Senior Planning Officer	<u>External Advert</u> External candidate appointed.	Richard Graham appointed and will start on 20 th February 2006.
Planning	Training Planning Officer	<u>External Advert</u> External candidate appointed.	Thomas Harland appointed and will start on 20 th February 2006.
Park Management	Access Technician (2 year contract)	<u>External Advert</u> External candidate appointed.	Jonah Tosney appointed following interviews for Pennine Bridleway Technician and will start on 15 th February 2006.
Conservation & Policy	Wildlife Conservation Officer (Maternity Cover)	<u>External Advert</u> External candidate appointed.	Francis Graham started on 12 December 2005.

Leavers

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

<u>Name</u>	<u>Leaving Date</u>	<u>Position</u>	<u>Additional Info</u>
Chris Warren	2.01.06	Senior Planning Officer	Voluntary Resignation
Julie Boucher	15.1.06	Personnel and Training Officer	To start maternity leave
Hannah Fawcett	4.12.05	Wildlife Conservation Officer	To start maternity leave
Isobel Nicholson	31.12.05	External Affairs Administration Officer	Early Retirement

Recommendation

Members are asked to note the contents of this report.

CHRISTINE PRATT
SENIOR ADMINISTRATIVE OFFICER

20 January 2006