

Committee: FINANCE AND RESOURCES
Date: 19 February 2007

Report: STAFFING MATTERS

Purpose of report

- To update Members on the staffing establishment as at 31 December 2006 and to advise on recent staffing changes. Details are shown in the following table:

Establishment as at 31 December 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	19	18	19	0	14	4	2 (1)	0
Planning	19	19	19	0	14	0	10 (5)	0
Conservation & Policy	21	20.4	19	2	19	2	0	0
Park Management	35	35	32	3	35	0	0	0
External Affairs	38	25.5	38	0	12	25	2(1)	0
TOTAL	139	124.5	134	5	99	32	16 (8)	0

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

Current /Future Vacancies Position

DEPARTMENT	VACANCY	POSITION
Finance and Resources	Cleaner/Caretaker	Currently in discussion with NYCC to contract out the work
Park Management	Area Ranger (Upper Wharfedale)	This position will be filled in accordance with the internal appointments policy.

New Employees/Transfers & Contract Changes

2. The following table lists those employees who have either recently joined the Authority or have transferred posts within the Authority.

Department	Post	Recruitment Data	Appointment
Conservation and Policy	Wildlife Conservation Officer	Returned full time from maternity leave and then requested flexible working (Job-share).	Hannah Fawcett returned on 4.12.06. Flexible working request approved; job-share from 1.1.07 with Frances Graham who had been covering the period of maternity leave.
External Affairs	Information Adviser (0.3 fte)	Return to substantive post following completion of secondment	Cathy Bergs returned to her substantive post on 1.11.07 after covering the post for the Retail Services Officer who was on long term sick.

Leavers

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

Name	Leaving Date	Position	Additional Information
Kate Hilditch	06.01.07	Area Ranger (Upper Wharfedale)	Voluntary resignation
Thelma Banks	27.01.07	Cleaner/Caretaker	Voluntary resignation

RECOMMENDATION

4. That the report be noted.

Christine Pratt
Senior Administrative Officer
26 January 2007

Background documents: None