

Committee: FINANCE AND RESOURCES

Date: 3 December 2007

Report STAFFING MATTERS

Purpose of report

1. To update Members on the staffing establishment as at 30 September 2007 and to advise on recent staffing changes. Summary details are shown in the following table.

Establishment as at 30 September 2007

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	18.5	20	0	13	4	2 (1)	2
Planning	19	19	19	0	12	1	9 (4.5)	1.5
Conservation & Policy	20	19	20	0	17	2	2(1)	0
Park Management	35	34.5	32	3	32	2	2(1)	0
External Affairs	40	26.2	39	1	12	28	0	0
TOTAL	141	123.8	137	4	91	38	17 (8.5)	3.5

- 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

2. The following table lists the vacancies within the Authority's staffing establishment. This includes some information relating to the ongoing management of the staffing structure, a full update on which forms a separate item on the agenda of this meeting.

DEPARTMENT	VACANCY	POSITION
Finance and Resources	Cleaner/Caretaker	Contract with NYCC to clean Yoredale.
Finance and Resources	Finance Clerk (Part-time)	Post remaining vacant.
Planning	Planning Technician (job-share)	Vacancy created by a period of maternity. Current post holder due back in January 2008.
Planning	Enforcement Officer	0.3 fte allocated to existing job-share. Other work load has been distributed as part of planning officer caseload.
Planning	Senior Listed Buildings Officer	This new post has been created part-time as a result of the review of the Building Conservation Officer post that became vacant in October 2007. Currently being advertised.
Conservation and Policy	Building Conservation Officer	Post remaining vacant.
Planning	Senior Planning Officer	Post currently being advertised
Park Management	Area Definitive Map Officer	Post currently being advertised

New Employees, Transfers & Contract Changes

3. 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
Secretariat	Legal Services Officer	External Appointment	Lucy Osborn started on 24.9.07.
Conservation and Policy	Landscape Conservation Officer (part-time)	External Appointment	Janet Swailes started on 1.9.07
External Affairs	Sustainable Tourism Officer (part-time)	Internal Appointment	Kathryn Needham to cover a period of maternity leave, started on 19.9.07
Park Management	Access and Recreation Administrative Officer (job-share)	External Appointment	Current post holder, Corinne Kirkley, wished to change to job-share position. Natalie Thompson started 2.8.07
Park Management	Access Technician (part-time)	Internal Appointment	Natalie Thompson started her second job on 8.10.07.

Department	Post	Recruitment Data	Appointment
Park Management	Access Ranger (Wensleydale)	External Appointment	Ian Broadwith started on 1.8.07

Leavers

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

<u>Name</u>	<u>Leaving Date</u>	<u>Position</u>	<u>Additional Info</u>
Mark Allum	10.9.07	Access Officer (Projects)	Unpaid Sabbatical until 10.12.07
Samantha Bradley	14.9.07	Planning Student	End of fixed term contract – return to university
Mark Stephenson	7.10.07	Building Conservation Officer	Voluntary resignation.
Katherine Storey	15.10.07	Sustainable Tourism Officer	To start a period of maternity leave
Beverley Parker	9.11.07	Area Definitive Map Officer	Voluntary resignation
Rachel Whaley	15.11.07	Senior Planning Officer	Voluntary resignation
Louise Williams	19.11.07	Limestone Country Project Officer	Unpaid Sabbatical
Leanne Fox	3.12.07	External Affairs Administration Officer	Voluntary resignation.

RECOMMENDATION

5. That the report be noted.

Christine Pratt
Senior Administrative Officer
 12 November 2007
 Background documents: None