

Committee: **FINANCE AND RESOURCES**Date: **6 August 2007**Report **STAFFING MATTERS****Purpose of report**

- To update Members on the staffing establishment as at 30 June 2007 and to advise on recent staffing changes.

**Establishment as at 30 June 2007**

- Summary details are shown in the following table.

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	4	1	2 (1)	1
Finance & Resources	20	18.5	20	0	13	4	2 (1)	2
Planning	19	19	19	0	12	1	10 (5)	1
Conservation & Policy	20	19	20	0	16	2	2(1)	1
Park Management	35	34.5	32	3	32	2	0	1
External Affairs	40	26.1	39	1	12	28	0	0
<b>TOTAL</b>	<b>141</b>	<b>123.7</b>	<b>137</b>	<b>4</b>	<b>89</b>	<b>38</b>	<b>16 (8)</b>	<b>6</b>

- 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

3. The following table lists the vacancies within the Authority's staffing establishment. This includes some information relating to the ongoing review of the staffing structure, a full update on which will be provided to this committee at its next meeting.

<b>DEPARTMENT</b>	<b>VACANCY</b>	<b>POSITION</b>
Finance and Resources	Cleaner/Caretaker	Contract with NYCC to clean Yoredale.
Finance and Resources	Finance Clerk (Part-time)	Situation being accessed as to whether delivery of the objectives of this post can be achieved by other means. In the meantime, duties covered by partial restructuring of workload.
Secretariat	Legal Services Officer	Second round of advertising currently in place. Previously job was offered but candidate withdrew just before agreed starting date.
Planning	Enforcement Officer	Situation being accessed as to whether delivery of the objectives of this post can be achieved by other means. In the meantime the post is being covered by existing staff on a part-time basis.
Conservation and Policy	Landscape Conservation Officer	Interviews held and Janet Swailes expected to start in August 2007.
Park Management	Access Ranger (Swaledale)	Interviews held and Ian Broadwith was appointed. Expected to start early August 2007.
Park Management	Access & Recreation Administrative Officer (job-share)	Current post-holder requested to job-share therefore interviews held and successful candidate, Natalie Thompson, is expected to start in August 2007.

## New Employees/Transfers & Contract Changes

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

<b>Department</b>	<b>Post</b>	<b>Recruitment Data</b>	<b>Appointment</b>
External Affairs	Renaissance Partnership Project Officer (part-time) – 1 year contract	External Appointment	Jane Sammells started on 11 June 2007 for one year. This is an externally funded post.
Planning	Planning Student (part-time) - covering Planning Technician position	External Appointment	Samantha Bradley started 14 June 2007 to cover period of maternity leave for three months.
External Affairs	Outreach Project Officer (part-time)	External Appointment	Kathryn Needham started on 10 May 2007 to cover a period of maternity leave.
Park Management	GIS Officer and Definitive Map Technician	Internal Secondment	Mark Butler took up the post of GIS on a 1 year secondment on 1 May 2007. He continues in his existing position on a part-time basis.
External Affairs	Web Administrator (part-time)	Internal Transfer	Stuart Willis started new post on 1 May 2007 after his old post was redesignated.

## **Leavers**

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

<b><u>Name</u></b>	<b><u>Leaving Date</u></b>	<b><u>Position</u></b>	<b><u>Additional Info</u></b>
Jonah Tosney	15.8.07	Access Technician	Voluntary resignation.
Jacque Bushby	22.6.07	Finance Clerk (part-time)	Voluntary resignation.
Cathryn Pincombe	15.6.07	Legal Services Officer	Voluntary resignation.
Tony Hindle	31.5.07	Access Ranger (Swaledale)	Career Break. Move to Spain
Bill Crosby	20.5.07	Enforcement Officer	Voluntary resignation.

## **RECOMMENDATION**

6. That the report be noted.

**Christine Pratt**  
**Senior Administrative Officer**

12 July 2007

Background documents: None