

**YORKSHIRE DALES NATIONAL PARK AUTHORITY**

**ITEM 12**

**Committee: FINANCE AND RESOURCES**  
**Date: 8 February 2008**

**Report: STAFFING MATTERS**

**Purpose of report**

- To update Members on the staffing establishment as at 31 December 2007 and to advise on recent staffing changes. Summary details are shown in the following table.

**Establishment as at 31 December 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	20	19.5	20	0	12	0	10 (5)	3
Conservation & Policy	20	19	20	0	14	3	2(1)	2
Park Management	36	34.5	32	3	31	2	1(1)	2
External Affairs	40	26	39	1	10	29	0	1
<b>TOTAL</b>	<b>143</b>	<b>124.1</b>	<b>138</b>	<b>4</b>	<b>85</b>	<b>39</b>	<b>17(9)</b>	<b>10</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

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, an update on which will form a separate item on the agenda of May 2008 meeting of this committee and which will focus on posts currently left vacant (those marked '\*\*', below)

DEPARTMENT	VACANCY	POSITION
Finance and Resources	Cleaner/Caretaker	Currently contracting with NYCC to clean Yoredale*
Finance and Resources	Finance Clerk (Part-time)	Post remaining vacant.*
Planning	Enforcement Officer	0.3 fte allocated to existing job-share. Remaining 0.7 fte remaining vacant.*
Planning	Senior Listed Buildings Officer	This new part-time post has been created as a result of the review of the Building Conservation Officer post that became vacant in October 2007. Successful applicant is expected to start in the next few weeks.
Planning	Area Planning Officer	Post advertised in November and successful applicant is due to start on 3 March 2008.
Conservation and Policy	Building Conservation Officer	Post remaining vacant.*
Conservation and Policy	Limestone Country Project Officer	Funding is due to end on 31 March 2008. The post will be deleted.
Park Management	Access & Recreation Administrative Officer	Post remaining vacant.*
Park Management	Area Definitive Map Officer	Successful applicant is starting on Monday 18 February 2008.
External Affairs	Administration Officer	Post remaining vacant.*

## New Employees, Transfers & Contract Changes

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

Department	Post	Recruitment Data	Appointment
Park Management	Access Technician	Internal Appointment	Natalie Thompson increased to full-time on 1 December 2007 on a fixed term contract which will come to an end on 31 March 2008.
Conservation and Policy	Assistant Building Conservation Officer	Internal Secondment	Don McClellan seconded to this role following secondment of substantive post holder Gill Kleine to North York Moors National Park. The secondment will run to 31 December 2008.
Planning	Enforcement Officer	Internal Secondment	Nicola Dinsdale covering period of maternity leave from 30 January 2008.
External Affairs	Communications Manager	Internal Secondment	Karen Griffiths undertaking a secondment from 1 February 2008 until 31 July 2008 to cover period of unpaid leave by substantive post holder Kath Taylor.
External Affairs	Interpretation Officer	Internal Secondment	Internal recruitment process ongoing.
Planning	Planning Technician	Internal Secondment	Internal recruitment process ongoing.
Conservation and Policy	Conservation Support Officer (Built Environment)	Internal Secondment	Internal recruitment process ongoing.

## **Leavers**

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

<b>Name</b>	<b>Leaving Date</b>	<b>Position</b>	<b>Additional Info</b>
Louise Williams	31 March 2008	Limestone Country Project Officer	Unpaid Sabbatical until 13 April 2008 however contract due to come to an end on 31 March 2008.
Daniel Child	16 March 2008	Senior Planning Officer	Voluntary resignation

## **RECOMMENDATION**

5. That the report be noted.

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

23 January 2008  
Background documents: None