

Committee: **FINANCE AND RESOURCES**
Date: **9 May 2007**

Report **STAFFING MATTERS**

Purpose of report

- To update Members on the staffing establishment as at 31 March 2007 and to advise on recent staffing changes. Details are shown in the following table:

Establishment as at 31 March 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	19	18	19	0	14	3	2 (1)	1
Planning	19	19	19	0	13	1	9 (4)	1
Conservation & Policy	20	19.4	20	0	18	2	0	0
Park Management	35	35	32	3	35	0	0	0
External Affairs	39	25.5	39	0	12	27	0	0
TOTAL	139	123.5	136	3	97	34	13 (6)	2

- 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	Contract entered into with NYCC to clean Yoredale.
Planning	Planning Technician (Job-Share) – Maternity Cover	This position is being covered by existing staff.

DEPARTMENT	VACANCY	POSITION
External Affairs	Outreach Project Officer – Maternity Cover	Post advertised and appointed Kathryn Needham who is expected to start May 2007.
Secretariat	Legal Services Officer	To be advertised week commencing 23 April 2007.
External Affairs	Renaissance Partnership Project Officer (Fixed Term Contract)	Externally funded post to be advertised week commencing 23 April 2007.

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
Park Management	Area Ranger (Upper Wharfedale)	Internal appointment.	Iain Mann was appointed on 27 March 2007. Iain had already been covering the post for a period of maternity leave.
External Affairs	Relief Information Advisers	External Appointment	Jennifer Wildman and David Guest have been appointed and are expected to start at the beginning of May 2007.

Leavers

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

Name	Leaving Date	Position	Additional Info
Yvonne Luke	28.2.07	Historic Landscape Management Characterisation Project Officer	End of Fixed Term Contract
Cathryn Pincombe	To be advised.	Legal Services Officer	Voluntary resignation. However Cathryn will continue to work on an ad-hoc basis until the position can be filled.
Bill Crosby	To be advised.	Enforcement Officer	Voluntary resignation.

RECOMMENDATION

4. That the report be noted.

Christine Pratt
Senior Administrative Officer
 27 April 2007
 Background documents: None