

Committee: FINANCE AND RESOURCES

Date: 9 May 2008

Report: STAFFING MATTERS

Purpose of report

- To update Members on the staffing establishment as at 31 March 2008 and to advise on recent staffing changes. Summary details are shown in the following table.

Establishment as at 31 March 2008

DEPT	TOTAL NO. OF POSTS	FTE	EMPLOYMENT STATUS		STAFF IN POST			
			No. of Established Posts	No. of Temporary /Fixed Term 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	18	17.2	18	0	12	5	2 (1)	0
Planning	20	19.5	20	0	12	0	9 (5)	3
Conservation & Policy	19	18	19	0	13	3	2(1)	2
Park Management	35	34.1	32	3	32	3	0	1
External Affairs	40	26	39	1	10	29	0	1
TOTAL	139	121.4	135	4	79	41	15(8)	7

- 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.

DEPARTMENT	VACANCY	POSITION
Planning	Planning Officer	New starter 6 May.
Planning	Enforcement Officer	0.3 FTE allocated to existing job-share. Recruitment process for a permanent Enforcement Officer is underway (vacancy closed 21 April 08)
Planning	Listed Building Officer	New starter on 21 April 2008.
Conservation and Policy	Building Conservation Officer	Post remaining vacant.
External Affairs	External Affairs Administration Officer	Catherine Fairclough is due to start on 25 April filling this post.

New Employees, Transfers & Contract Changes

3. The following table lists those employees who have or are expected to join the Authority or have transferred posts within the Authority.

Department	Post	Recruitment Data	Appointment
External Affairs	Interpretation Officer	Internal Secondment	Kath Needham (substantive position is a fixed term contract to Outreach Project Officer covering maternity leave)
External Affairs	Outreach Project Officer	Internal	Andrea Green appointed on a fixed term contract to cover maternity leave. This contract is in addition to her position of Information Advisor.
External Affairs	Administrative Officer	External	Catherine Fairclough starting on 25 April 2008.
External Affairs	Information Advisors	External	Susan Spence, Lydia Sunter, Christopher Sayer, Megan Hull, Andrew Murgatroyd - All due to start in April.
Planning	Planning Technician	Internal Secondment	Val Dinsdale (substantive position is Receptionist/Administrator in Finance and Resources).

Department	Post	Recruitment Data	Appointment
Planning	Planning Officer	External	Darren McCreery started on 3 March 2008.
Planning	Listed Buildings Officer	External	Susan Wrathmell started on 21 April 2008.
Planning	Planning Officer	External	Lisa Bartlett is due to start in 6 May 2008.
Conservation and Policy	Conservation Support Officer (Built Environment)	External	Lynne Johnson is due to start in April.

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>
Evelyn Darwin Catherine Bristow Anita Simpson Yvonne Dennison David Guest	31 March 2008	Information Advisors	Resignation.
Daniel Child	15 March 2008	Planning Officer	Resignation.
Louise Williams	31 March 2008	Limestone Country Project Officer	Fixed term contract linked to external funding.

RECOMMENDATION

5. That the report be noted.

Sally Jowett
Personnel and Training Officer

23 April 2008
Background documents: None