

Committee: FINANCE AND RESOURCES

Date: 10 September 2019

Report: STAFFING

Purpose of the report

1. To update Members on the staffing establishment as at 31 July 2019 and to advise on recent staffing changes.

RECOMMENDATION

2. That the report be noted.

Strategic Planning Framework

3. The information and recommendation contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework, and specifically Corporate Action Plan Objective 24, to "Plan and manage all aspects of the Authority's business so as to make the most effective use of our resources".

Background

4. Establishment as at 31 July 2019

Directorate	<u>A</u> Established Posts FTE	<u>B</u> Temporary Posts FTE	<u>C</u> Vacancies FTE	<u>D</u> Total Headcount (includes job shares & part-time working)
Corporate Services	23.8	1.1	2.1	30
Park Services	49	4.94	2.08	72
Conservation & Community	40.6	7.39	1.46	50
TOTAL	113.4	13.43	5.64	152

[Officers on maternity leave have not been counted within Column D. If their post has been covered, the temporary officer is counted in Columns B and D].

5. Leavers

8 Officers left the Authority between 1 April 2019 and 31 July 2019.

Name	Leaving Date	Position	Additional Info
Sheila Wappat	1 April	Information Adviser	Resignation
Josie Simpson	12 April	Ranger Services Administrator	Resignation
Andrea Green	21 April	Information Adviser	Ill Health Retirement
Andrew Moxon	12 May	Senior Planning Officer	Resignation
Hannah Kingsbury	17 May	Historic Environment Apprentice	End of Fixed Term Contract
Gillian Cooper	31 May	Solicitor and Monitoring Officer	Resignation
Paul Drake	12 July	Estates Manager	Resignation
Kelsey Williamson	13 July	Volunteers and Engagement Support Officer	Resignation

6. Vacancies, New Employees and Contract Changes

The following table lists new employees who joined the Authority, and current employees who have been promoted or changed post, during the period between 1 April 2019 and 31 July 2019.

<u>DIRECTORATE</u>	<u>VACANCY</u>	<u>Additional Info</u>
Park Services	Information Advisers	New Starters from 1 April: Susan Baty-Symes Clare Lamkin Vanessa Andreoli Melanie Clarkson
Park Services	Ranger Services Administrator	Linda Stafford started with the Authority on 7 May 2019.
Conservation and Communities	Funding Development Officer	Ian Proudler started on 4 June on a fixed term contract.
Conservation and Communities	Conservation Support Officer	Laura Mealin, Land Management Apprentice, successfully applied for this post on a fixed term contract to cover Emily Coates secondment.
Conservation and Communities	Land Management Facilitator	Emily Coates is on secondment with the Tees-Swale Project.
Conservation and Communities	Farm Conservation Adviser	Briony Davey returned from sabbatical at Lake District to a secondment as Farm Conservation Adviser post.
Park Services	Apprentice Supervisor	Belinda Lloyd started on 3 June 2019.

Corporate Services	Communications Manager (Job-Share)	Mark Sadler joined on 1 July 2019 on a fixed term basis as job share partner with Richard Payne.
Conservation and Communities	Local Plan Officer	Mary Corner (known as Rosie) joined on 29 July.
Conservation and Communities	Planning Officer (Graduate)	Peter Reynolds started an internal secondment as Planning Officer from 29 July.
Conservation and Communities	Planning Assistant	Claire Calvert, Planning Apprentice, started on a fixed term contract as Planning Assistant covering part of Peter Reynolds' secondment.

Hannah Clarke
Head of HR and Communications

8 August 2019

Background documents:
None