

**CAIRNGORMS NATIONAL PARK AUTHORITY
STAFFING AND RECRUITMENT COMMITTEE**

FOR INFORMATION

**Title: REPORT ON STAFF TURNOVER AND RECRUITMENT
 FOR PERIOD 1 JANUARY 2007 TO DATE**

Prepared by: Francesca Scott, HR Manager

Purpose

This paper is to update the Staffing and Recruitment Committee of the Staff Turnover and Recruitment activity from 1 January 2007 to date.

Executive Summary

SUMMARY OF STAFF TURNOVER & RECRUITMENT: 1 JANUARY 2007 TO DATE

Leavers 1 January to 31 August 2007

Name	Grade	Job Title	Leaving Date	Reason for leaving	Length of Service
Hamish Trench	B2	National Park Plan Officer	12/01/07	Secondment	2.1 years
Fiona Newcombe	B1	Head of Rural Development & Strategy	15/01/07	Career Break	3.5 years
Ruathy Donald	B3	Business & Marketing Officer	20/05/07	Career Break	4.1 Years

Leavers from 1 September 07

David Bale	B1	Head of NHLM	30/09/07	End of Secondment	2 Years
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NB we have no permanent leavers for this 8 month period. All staff turnover has been due to requests for Career Breaks or Secondments to other organisations.

1. Hamish Trench's application for a two year secondment as Head of Strategy with the Deer Commission for Scotland was agreed, with the agreement period 15 Jan 2007 to 14 Jan 2009. The vacant post of Strategic Policy & Planning Officer will shortly be advertised internally and externally.
2. Fiona Newcombe's application for a three year career break was agreed, with the agreement period from 15 Jan 2007 to 14 Jan 2010. Fiona sought a career break for family reasons, to allow her to move back closer to the family home, and has taken the opportunity of taking up the appointment of Director of North Wessex Downs Area of Outstanding Natural Beauty.
3. Ruathy Donald's application for a two and a half year career break following on from her maternity leave was agreed with a return date of mid October 2009. Fiona Milligan has been recruited on a fixed term contract to cover this career break.
4. David Bale's secondment from SNH is due to end shortly on a phased basis. He is continuing to work for us for two days per week to complete the Beaulieu Denny Enquiry before going back to SNH full time as Area Manager in October.

New Joiners 1 January to 31 August 2007

Name	Grade	Job Title	Start Date	Reason for Recruitment
Sarah Quirie	B6	Admin Assistant	03/01/07	New post
Fiona Milligan	B3	Marketing Officer	29/01/07	Maternity leave and Career Break cover

New joiners from 1 September 07

Alison Lax	B2	To backfill Gavin Miles's internal secondment to the post of Strategic Policy and Planning Officer		
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5. Sarah Quirie (through a recruitment agency) had been providing cover during Sara's secondment, and was subsequently appointed as Administration Officer on a fixed term of one year, with the agreement from 3 Jan 2007 to 2 Jan 2008.
6. Fiona Milligan was recruited on a fixed term 2 year contract to cover Ruathy Donald's maternity leave and Career break.
7. Alison Lax has been recruited on a fixed term 1 year contract to cover Gavin Miles's internal secondment to Strategic Policy and Planning Officer. This post was created to back-fill Hamish Trench's secondment to the Deer Commission.

Summary

Leavers

- 1 January to 31 August 2007: 0 Leavers Staff Turnover: 0%
- Internal "churn" 1 January to 31 August 2007 Internal Turnover: 5%
- 1 August to 31 December 2006: 5 leavers Staff Turnover: 8.33%

Breakdown of staff numbers as at 31 December 2006

	Actual Headcount	Total H'count	Full Time Equivalent	Total FTE
Core Staff	47		46.1	
Project Staff	8		6.1	
Seconded Staff	3	58	3	55.2
Male	26		25	
Female	32	58	30.2	55.2
Fixed contract	16		14.1	
Permanent contract	42	58	41.1	55.2

Francesca Scott
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