

Staffing Vacancies at 30th September 2020

Appendix A

| Post | Already Shared | To be considered in relation to shared services | Notes |
|--|----------------|---|---|
| Corporate | | | |
| Chief Executive | | | The post became vacant on 15/07/20. The forecast figure is based on the Interim Chief Executive continuing to the end of the financial year without the post being filled. Phase 2 proposals have been put forward to share this role, if approved this forecast will be adjusted. |
| Neighbourhoods & Development | | | |
| Community Involvement Officer | | | The post was created with effect from 1 st April 2020 as part of the MTFs. It has been filled in October. |
| Youth Council Officer (Community Involvement) | | | The post was created with effect from 1 st April 2020 as part of the MTFs. It has been filled in October. |
| Engineering Technician | | | Vacant since 14/09/19. The post was created by upgrading an apprentice role but the person in post then left the organisation. The team is able to function without this role and so there are plans to delete it and create an additional Facilities Management role to bolster that service. |
| Graphic Designer | | Y | Vacant since 30/11/19 |
| Environmental Health – Housing Enforcement Officer | | | The post was created with effect from 1 st April 2020 as part of the MTFs. The post has been advertised and is expected to be filled in December. |
| Neighbourhoods Team Operative | | | Vacant since 31/05/20 |
| Planning & Property | | | |
| Assistant Director of Housing & Property | | | Vacant since 22/03/20. The post is being kept vacant pending a potential restructure within this directorate and the Neighbourhoods & development directorate to align services and reporting lines better. In the short-term, the saving is being used to fund part of the costs of a new Surveyor role for 18 months. |

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| Apprentice (generic role) | | | There is one budget within the Planning & Property directorate that covers all apprentice roles within the organisation. The post-holders are assigned to various teams across multiple directorates. There is one vacancy, which was also vacant all throughout 2019-20. The post was intended to be used for the Gateway team. It was advertised twice but there were no suitable candidates. Now that all posts within Gateway are filled, this apprentice post is no longer considered necessary and will not be recruited to. |
| Estates Officer | | | Vacant since 05/04/20. The saving has been used to fund an additional Surveyor resource. From April to October this was via an agency arrangement but from November onwards a temporary post has been created in the establishment for an 18 month period. The saving from the vacant Estates Officer and Assistant Director posts have funded the new role. |
| Housing Options Officer | | | Vacant since 13/07/20. A new starter will begin in October. |
| Museum Curator | | | Vacant since 31/05/20. This post is now rolled into an interim operating model with the Museums service for Chorley. |
| Planning Enforcement Officer | | | The post became vacant on 31/05/20. More complex work is being picked up via a retained specialist consultant on a case by case basis. There are two enforcement posts, the other being recently filled in September, and the need for both is not certain. |
| Customer & Digital | | | |
| IT Cyber Security Trainee | | Y | The post was created with effect from 1 st April 2020 as part of the MTFS. A recruitment process did not attract the calibre of applicant required and therefore it is considered that this post should be reviewed as part of phase 2 shared services. |
| IT Security Support Officer | | N | Vacant since 01/07/19, when a restructure was implemented. The post has been advertised twice but there have not been suitable candidates to appoint. The service is confident that it can attract a suitable applicant for this post. Recruitment is due to start imminently with the post being filled within before Christmas. |
| IT Senior Network Support Analyst | | Y | Vacant since 14/02/20. The post holder retired, and the post will be kept vacant during 2020/21 to fund the severance costs. |

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|---|----------------|---|--|
| Revenues & Benefits Officer 1.7 FTE | | N | One post has been vacant since 29/02/20 and another became vacant on 26/07/20. Options are being considered regarding potential automation of processes that may result in at least one post not being required. |
| Revenues and Benefits Clerical Assistant | | Y | Vacant since 12/08/20 |
| Governance | | | |
| Head of Licensing | | Y | Vacant since 23/02/20 |
| Principal Auditor | Y | Y | Vacant since 10/05/20 and is incorporated into the phase 1 shared services review as per the other Governance posts outlined below. |
| Auditor 1.2 FTE | Y | Y | Both posts were vacant all throughout 2019-20 and were temporarily covered by agency staff at various points. The agency cover finished in May 2020. |
| Insurance Officer | Y | Y | Vacant since 13/10/19. Another officer has been acting up to this role but their substantive role is not currently back-filled. |
| Communications & Visitor Economy | | | |
| No vacancies | | | |
| Transformation & Partnerships | | | |
| HR Advisor | Y | Y | Vacant since 29/02/20. The post was incorporated into the phase 1 service review |
| Business Support Officer | Y | Y | Vacant since 31/12/19. The post was incorporated into the phase 1 service review |

Notes:

1. FTE stands for Full Time Equivalent and is used for part-time posts to show a comparison against a full-time post.
2. MTFS stands for Medium Term Financial Strategy, which is the annual document that outlines the Council's detailed budget for the following financial year and planned budgets for the next few years after that.