

Staffing Vacancies at 31st December 2020**Appendix A**

Post	Already Shared	To be considered in relation to shared services	Notes
Neighbourhoods & Development			
Arborist			The post holder has been seconded to work in a covid-specific role.
Neighbourhoods Team Operative 2 FTE			One post has been vacant since 31/05/20. Another is vacant due to the post-holder being seconded to a covid-specific role.
HGV Mechanic			The post became vacant at the end of December and is being recruited to.
Depot Support Operative			The post holder was seconded to another role in the waste management team in September.
Neighbourhoods Officer			The post holder has been seconded to work in a covid-specific role.
Waste Monitoring Officer			The post holder has been seconded to work in a covid-specific role.
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
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.
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.
IT Apprentice			The post-holder was promoted to fill a vacancy within the IT team.

Post	Already Shared	To be considered in relation to shared services	Notes
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.
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			
Gateway Officer 3 FTE			Two people have been seconded to covid-specific roles. Another post became vacant in December.
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.
IT LLPG Officer			The post-holder was recently promoted to fill a different vacancy within the team.
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 Visiting Officer			Vacant since 18/12/20
Revenue and Benefits Assessor			Vacant since 28/2/21
Revenues and Benefits Clerical Assistant		Y	Vacant since 12/08/20
Governance			
Head of Licensing		Y	Vacant since 23/02/20
Corporate Support Apprentice	Y	Y	The post-holder has been acting up since October to fill a vacant Executive Assistant role.

Post	Already Shared	To be considered in relation to shared services	Notes
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 2 FTE	Y	Y	One post was vacant since 31/12/19 and the other since 01/11/20. The posts were 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.