Yorkshire Dales National Park Authority Item 10

Finance and Resources Committee

7 February 2025

Staffing Report

Purpose of the Report

1. To update Members on the staffing establishment as of 31 December 2024 and to advise on recent staffing changes.

Recommendation

2. That the report be noted.

Strategic Framework

3. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and support the strategic planning framework:

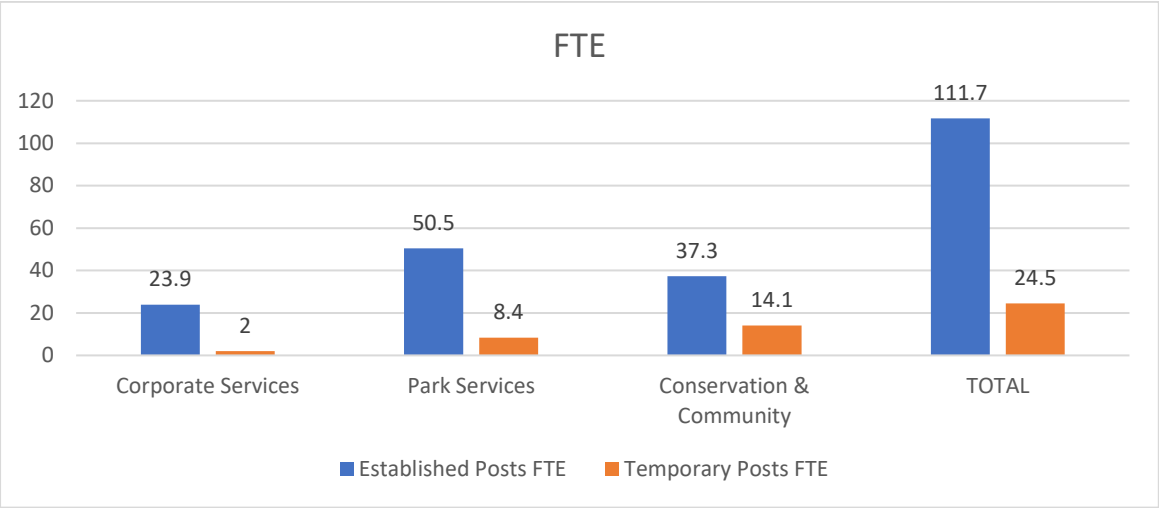
    - Corporate Plan Objective 33:
      Ensure that we have HR policies, procedures, terms and conditions to attract and support the right people with the right skills to deliver the Authority's work effectively, as evidenced by accreditation under the Investors in People standard.

Background

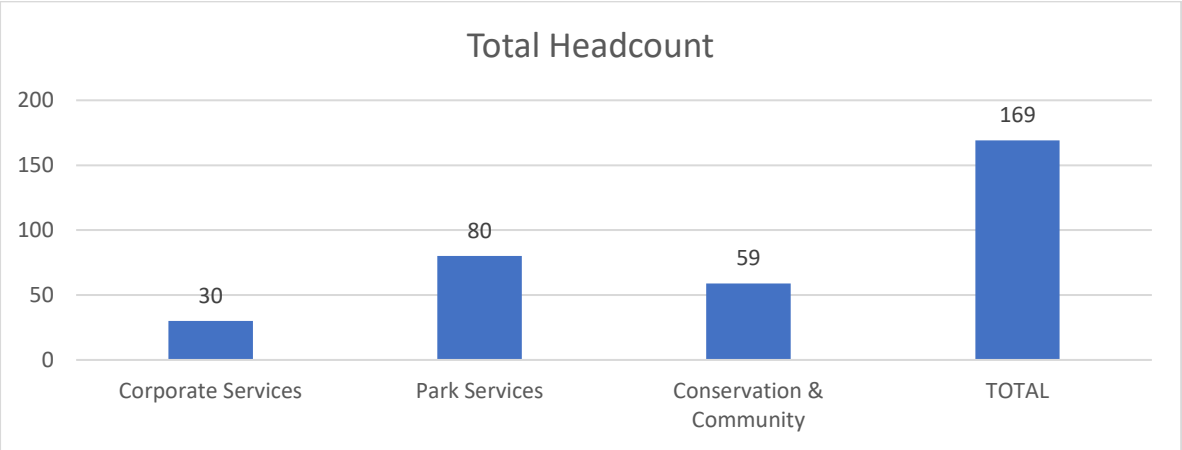
4. Establishment as of 31 December 2024:

Directorate	Established Posts FTE	Temporary Posts FTE	Vacancies FTE	Total Headcount (includes job shares)
Corporate Services	23.9	2.0	0	30
Park Services	50.5	8.4	1.0	80
Conservation & Community	37.3	14.1	3.0	59
TOTAL	**111.7**	**24.5**	**4.0**	**169**

5. The FTE and headcount are also illustrated in the graphs below:



6. The temporary roles within the Authority include 2 Trainees, 4 Apprentices and a number of fixed term roles that are either externally funded or temporary due to budget restrictions.



Leavers

7. Five Officers left the Authority between 1 October and 31 December 2024:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Tees Swale Community Engagement Officer	07/10/24	No	Workload distributed to colleagues within the team
Youth Volunteering Officer	27/10/24	Yes	To be advertised/recruited to in 2025
Education Officer	31/10/24	Yes	Outdoor Learning Officer started on 16 December 2024
Senior Planning Officer	14/11/24	Yes	Senior Planning Officer to start on 3 March 2024
Principal Planning Officer	31/12/24	Yes	Principal Planning Officer to start on 24 February 2024

Vacancies, New Employees and Contract Changes

8. The following 4 vacancies have been advertised with a closing date during the period 1 October and 31 December 2024:

New or replacement	Job title	Closing date	Comments
Replacement	Community Engagement, Health and Wellbeing Officer	06/10/24	New starter joining on 6 January
Replacement	Senior Planning Officer	21/10/24	New starter joining on 24 March
Replacement	Principal Planning Officer	21/10/24	No suitable candidates, however recruitment agency appointed and new starter joining on 24 February
Replacement	Access Ranger – Swaledale	28/10/24	New starter joining on 3 March

9. The following table lists new employees who joined the Authority, and current employees who have been promoted or changed post, between 1 October and 31 December 2024.

Date	Job title	Name	Previous position
01/10/24	Apprentice Ranger (Hawes)	Alfie Baines	N/A
01/10/24	Senior Planning Officer	Clare Bland	N/A
07/10/24	Project Officer – Championing National Parks for Everyone	Jamila Gaskin	N/A
21/10/24	Business Administration Apprentice	Jim Ingham	N/A
04/11/24	Planning Assistant	Penny Skilton	N/A
16/12/24	Outdoor Learning Officer	Molly Phillpotts	N/A

Financial Implications

10. The appointment of a recruitment agency, in order to source and secure a Principal Planning Officer, incurred an additional cost of £7.8K.

11. Due to the unsuccessful recruitment of a Principal Planning Officer, a Market Rate Supplement has been applied to the vacancy, and those that hold the same role (3 members of staff in total).

Legal Implications

12. None.

Equality, Diversity and Inclusion Implications

13. None

Conclusion

14. This quarter of the financial year has seen a reduction in the number of staff leaving the authority, vacancies being advertised and new staff joining the Authority.

Vikki Thomas Head of HR