Yorkshire Dales National Park Authority **Item 11**

Finance and Resources Committee

16 December 2025

Quarterly Staffing Report

Purpose of the Report

1. To provide Members with an update on staffing levels, recruitment activity and changes to the Authority workforce as of 30 September 2025.

Recommendation

2. That Members note the update.

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 31: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.

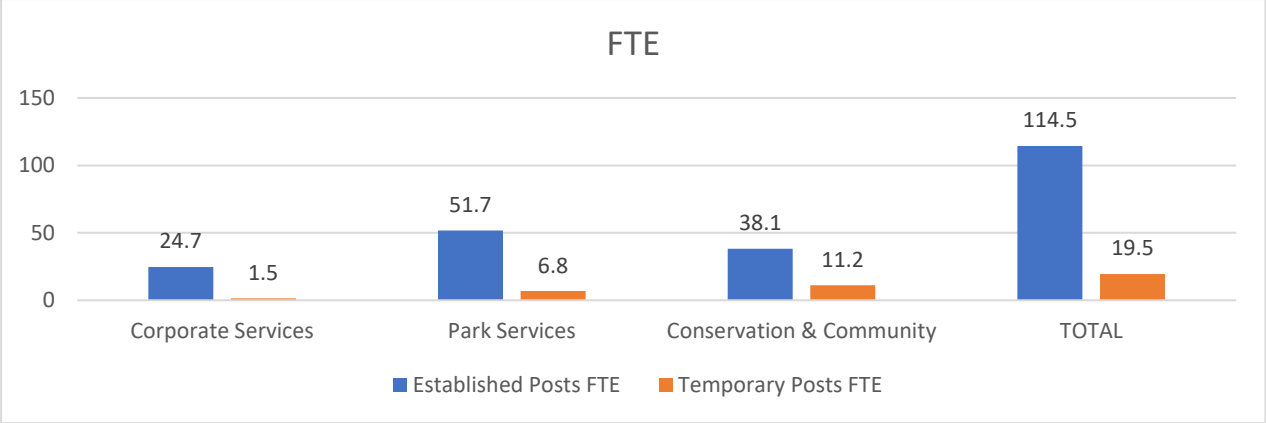
Background

4. Establishment as of 30 September 2025

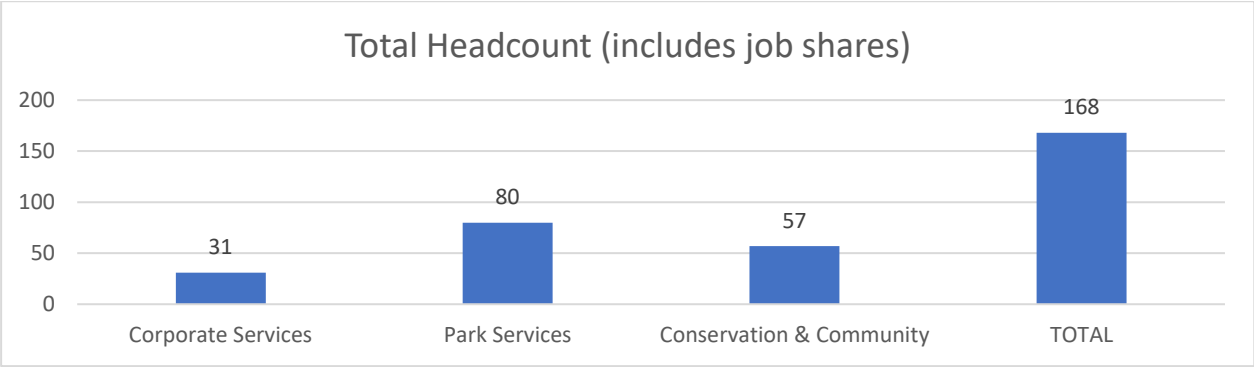
Directorate	Established Posts FTE	Temporary Posts FTE	Vacancies FTE	Total Headcount (includes job shares)
Corporate Services	24.7	1.5	0	31
Park Services	51.7	6.8	1.6	80
Conservation & Community	38.1	11.2	3.0	57
TOTAL	**114.5**	**19.5**	**4.6**	**168**

5. The Authority's total establishment stands at 134 FTE, with 168 individuals employed. Temporary roles account for 14.5% of the workforce, reflecting project based needs.

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



7. The temporary roles within the Authority include 3 Trainees, 4 Apprentices and a number of fixed term roles that are either externally funded or temporary due to budget restrictions.



Leavers

8. Five Officers left the Authority between 1 July and 30 September 2025:

Job Title	Leaving Date	Will the role be replaced?	Follow-Up Action
Principal Planning Officer	31/07/25	Yes	Principal Planning Officer started on 3 November
Head of Land Management	04/09/25	Yes	Head of Land Management started on 1 September 2025
Tees-Swale Youth Engagement Officer	26/09/25	No	The role was due to end on 31 March 2026 and the work has been incorporated into other roles
Assistant FiPL Officer	30/09/25	No	Role discontinued; a FiPL Officer role is being filled instead, they started on 22 September 2025
Finance Support Officer	30/09/25	Yes	Finance Support Officer started on 27 October 2025

Vacancies, New Employees and Contract Changes

9. Six vacancies were advertised, with a closing date during the period 1 July and 30 September 2025, with successful recruitment for all roles:

New or replacement	Job title	Closing date	Comments
Replacement	Farming in Protected Landscapes Officer	30/07/25	New starter joined on 22 September
New	Farming in Protected Landscapes Officer	30/07/25	Internal candidate appointed and started on 22 September
Replacement	Principal Planning Officer	04/08/25	New starter joined on 22 October
New	Land Management Project Officer	18/08/25	Internal candidate appointed and due to start in 2026
Replacement	Finance Support Officer	14/09/25	New starter joined on 27 October
New	Museum Collections Assistant	22/09/25	New starter joined on 10 November

10. The following table lists new employees who joined the Authority, and current employees who have been promoted or changed post, between 1 July and 30 September 2025.

Job title	Date	Name	Previous position
Planning Ecologist	07/07/25	Victoria Handby	N/A
Information Adviser	15/07/25	Jo Parkinson	N/A
Seasonal Access Ranger	14/07/25	Ellie Bestington	N/A
Seasonal Access Ranger	14/07/25	Si Johnson	N/A
IT Support Officer	12/08/25	Georgia Weatherhead	IT Officer
Green Pathways Officer	13/08/25	Samantha Lightbody	N/A
Youth Engagement Trainee	26/08/25	Pippa Edwards	N/A
Head of Land Management	01/09/25	Helen Keep	Senior Farm Conservation Officer
Rights of Way Officer (job share)	01/09/25	Suzannah Barningham	Coast to Coast Path Support Officer
Rights of Way Officer (job share)	01/09/25	Sue Arnott	Coast to Coast Path Senior Rights of Way Officer
Farming in Protected Landscape Officer	22/09/25	Jonny Walker	N/A
Farming in Protected Landscape Officer	22/09/25	Joy Hayward	Farming in Protected Landscapes Administrator

Financial Implications

11. There are no direct financial implications arising from this report. All staffing changes have been managed within existing budgets.

Legal Implications

12. There are no legal implications arising from this report. All recruitment and staffing changes have been conducted in accordance with relevant employment legislation and internal HR policies.

Equality, Diversity and Inclusion Implications

13. The Authority continues to promote inclusive recruitment practices. Trainee and apprenticeship roles support workforce diversity and provide opportunities for underrepresented groups. All staffing decisions are made in line with the Authority's Equality, Diversity and Inclusion Policy.

Human Resources Implications

14. The staffing changes outlined in this report have been managed in line with the Authority's HR policies and procedures.

Conclusion

15. Staffing levels remain generally stable with vacancies filled promptly, including the Principal Planning Officer role that is typically challenging to recruit. Internal appointments have provided development opportunities for existing staff.

Vikki Thomas
Head of HR