Yorkshire Dales National Park Authority Item 11

Finance and Resources Committee

17 December 2024

Staffing Report

Purpose of the Report

1. To update Members on the staffing establishment as of 30 September 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:

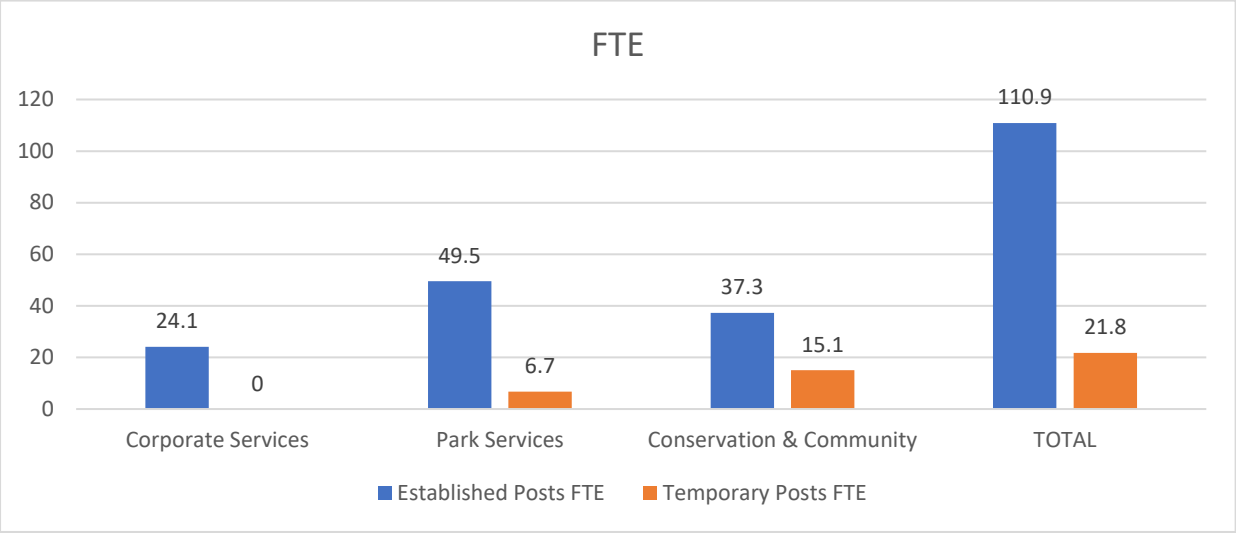
    - Corporate Plan Objective 33:
      Ensure that we have HR policies, procedures, terms and conditions to attract and support the right people with the right skills to deliver the Authority's work effectively, as evidenced by accreditation under the Investors in People standard.

Background

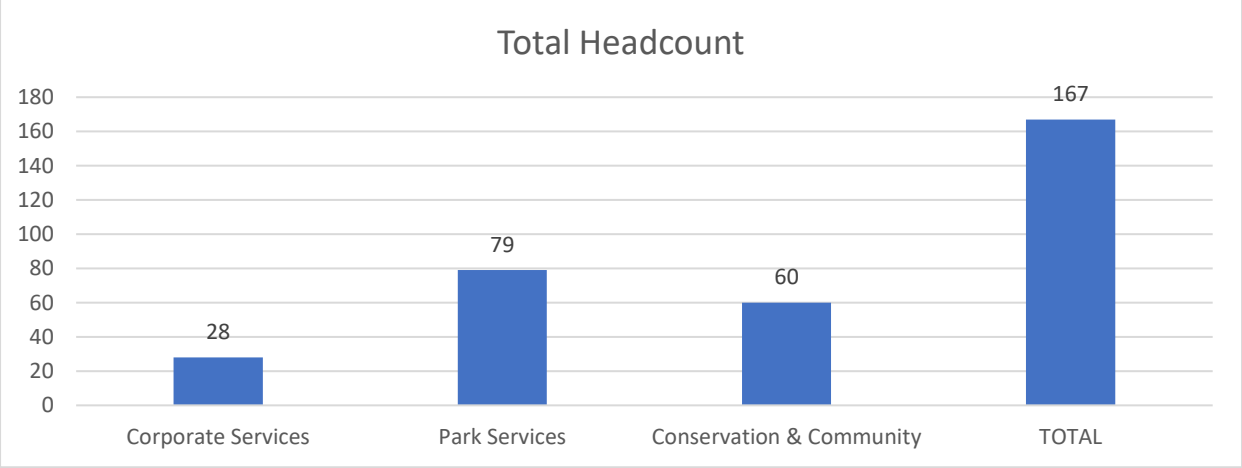
4. Establishment as of 30 September 2024:

Directorate	A Established Posts FTE	B Temporary Posts FTE	C Vacancies FTE	D Total Headcount (includes job shares & part-time working)
Corporate Services	24.1	0.0	1.0	28
Park Services	49.5	6.7	3.0	79
Conservation & Community	37.3	15.1	2.0	60
TOTAL	**110.9**	**21.8**	**6.0**	**167**

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



6. The temporary roles within the Authority include 2 Trainees, 1 Apprentice and a number of fixed term roles that are either externally funded or temporary due to budget restrictions.



Leavers

7. Seven Officers left the Authority between 1 July and 30 September 2024:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Conservation Support Officer (Wildlife)	18/07/24	No	Temporary role
Senior Planning Officer	19/07/24	Yes	Planning Officer (Career Grade) started on 19 August
Senior Planning Officer	04/08/24	Yes	Planning Officer (Career Grade) started on 2 September
Seasonal Access Ranger	08/09/24	In 2025	Temporary role
Seasonal Access Ranger	08/09/24	In 2025	Temporary role
Senior Planning Officer	29/09/24	Yes	Recruitment process in place
Woodland Creation Admin Officer	26/09/24	TBC	

Vacancies, New Employees and Contract Changes

8. The following 9 vacancies have been advertised with a closing date during the period 1 July and 30 September 2024:

New or replacement	Job title	Closing date	Comments
Replacement	Planning Officer (Career Grade)	25/07/24	Internal appointment started on 19 August
Replacement	Planning Officer (Career Grade)	25/07/24	New starter joined on 2 September
New	Apprentice Media Officer	11/08/24	New starter joined on 30 September
New	Project Officer – Championing National Parks for Everyone	18/08/24	New starter joined on 7 October
New	Business Admin Apprentice	18/08/24	New starter joined on 21 October
Replacement	Planning Assistant	01/09/24	New starter joined on 4 November
Replacement	Outdoor Learning Officer	15/09/24	New starter joining on 16 December
Replacement	Senior Planning Officer	29/09/24	No suitable candidates
Replacement	Community Engagement, Health and Wellbeing Officer	06/10/24	New starter joining on 6 January

9. 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 2024.

Date	Job title	Name	Previous position
01/07/24	Countryside Archaeological Adviser	Doug Mitcham	Continuing in Community Heritage Officer role
15/07/24	Seasonal Visitor Engagement Access Ranger	Paul Rock	N/A
15/07/24	Seasonal Visitor Engagement Access Ranger	Rachel Rabjohns	N/A
05/08/24	Conservation Support Officer	Matthew Beedle	N/A
05/08/24	Area Ranger (Malhamdale and Ribblesdale)	Will Locke	Area Ranger (West)
19/08/24	Planning Officer (Career Grade)	Claire Hodgson	Planning Assistant
01/09/24	Senior Wildlife Conservation Officer	Ian Court	Secondment from Wildlife Conservation Officer
01/09/24	Wildlife Conservation Officer	Robyn Guppy	Secondment from Conservation Support Officer (Wildlife)
01/09/24	Conservation Support Officer (Wildlife)	Genny Stringer-Calvert	Nature Recovery Apprentice
02/09/24	Planning Officer (Career Grade)	Brian Diamond	N/A
02/09/24	Area Ranger (West)	Tom Hickey	Continuing in Access Ranger role
17/09/24	Apprentice Ranger (Hawes)	Benedict Parkin	N/A
30/09/24	Apprentice Media Officer	Tabby McNicholas	N/A

Financial Implications

10. None.

Legal Implications

11. None.

Equality, Diversity and Inclusion Implications

12. None

Conclusion

13. This quarter of the financial year has seen a number of vacancies being advertised and new staff joining the Authority plus appointments being offered to existing staff.

Vikki Thomas
Head of HR