Yorkshire Dales National Park Authority Item 12

Finance and Resources Committee

1 October 2024

Staffing Report

Purpose of the Report

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

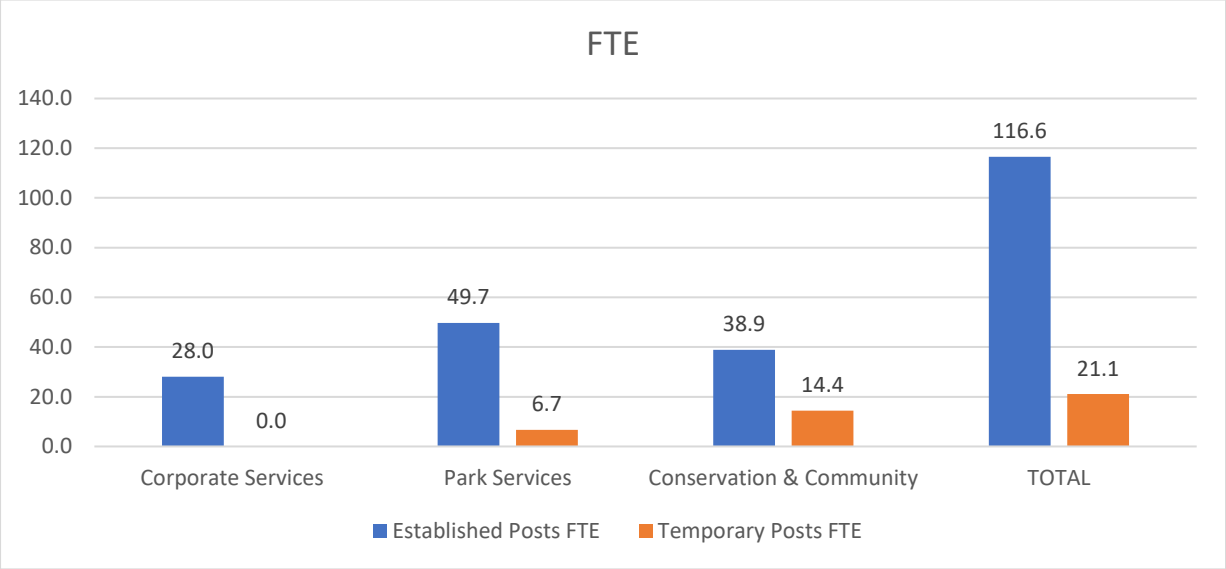
    - Corporate Plan Objective 33:
      Ensure that we have HR policies, procedures, terms and conditions to attract and support the right people with the right skills to deliver the Authority's work effectively, as evidenced by accreditation under the Investors in People standard.

Background

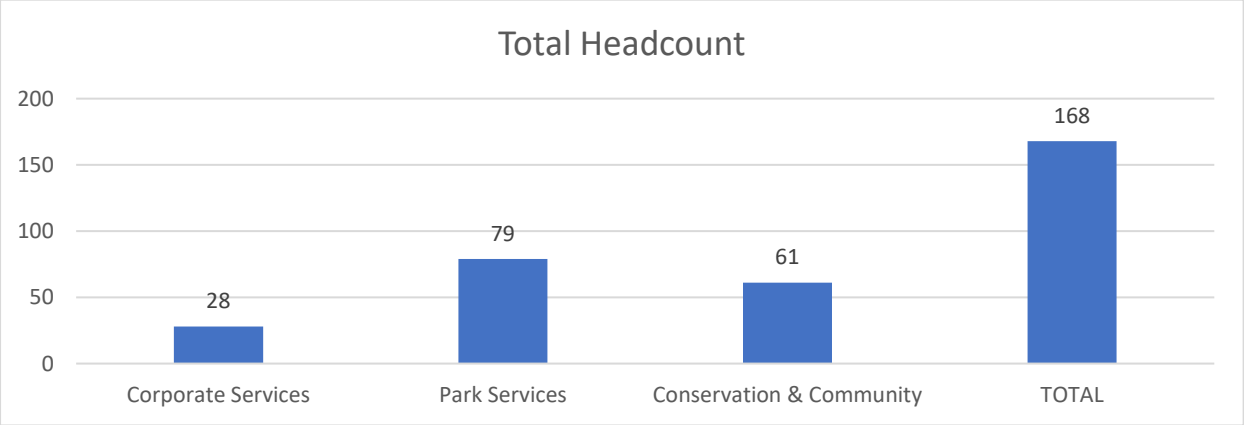
4. Establishment as of 30 June 2024:

Directorate	A Established Posts FTE	B Temporary Posts FTE	C Vacancies FTE	D Total Headcount (includes job shares & part-time working)
Corporate Services	28.0	0.0	0.0	28
Park Services	49.7	6.7	3.0	79
Conservation & Community	38.9	14.4	4.0	61
TOTAL	**116.6**	**21.1**	**7.0**	**168**

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. Five Officers left the Authority between 1 April and 30 June 2024:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Director of Park Services	06/04/24	Yes	New starter joined on 25 March
Tees Swale Community Engagement Trainee	28/04/24	Yes	New starter joined on 7 May
FiPL Officer	24/05/24	Yes	New starter joined on 17 June
Woodland Creation Officer	05/06/24	Yes	Internal appointment started on 17 June
Access Ranger (Hawes)	28/06/24	Yes	Role to be advertised later in the year

Vacancies, New Employees and Contract Changes

8. The following 11 vacancies have been advertised with a closing date during the period 1 April and 30 June 2024:

New or replacement	Job title	Closing date	Comments
Replacement	Pennine National Trails Partnership Manager (Maternity Cover)	04/04/24	Internal appointment started on 4 April
New	Access and Engagement Project Officer	08/04/24	New starter joined on 16 May
New	Access and Recreation Team and Projects Manager	15/04/24	Internal appointment started on 27 May
Replacement	Farming in Protected Landscapes Officer	30/04/24	New starter joined on 17 June
Replacement	Three Peaks Ranger	02/05/24	New starter joined on 10 June
Replacement	Engagement, Health and Wellbeing Officer	13/05/24	Candidate withdrew from process – to be re-advertised
Replacement	Woodland Creation Officer	20/05/24	Internal appointment started on 17 June
New	2 x Seasonal Visitor Engagement Access Ranger	21/05/24	New starters joined on 15 July
Replacement	Area Ranger (Malhamdale & Lower Ribblesdale)	05/06/24	Internal appointment started on 5 August
Replacement	2 x Senior Planning Officer	10/06/24	No suitable candidates
Replacement	Conservation Support Officer (Trees & Woodland)	21/06/24	New starter joined on 5 August

9. The following table lists new employees who joined the Authority, and current employees who have been promoted or changed post, between 1 April and 30 June 2024.

Date	Job title	Name	Previous position
01/04/24	Conservation Support Officer (Wildlife)	Laura Jeffery	Woodland Creation Admin Officer
01/04/24	Creative Content Producer	Charlotte Mudd	Creative Content Apprentice
01/04/24	Information Adviser (Malham)	Leigh Watts	N/A
01/04/24	Information Adviser (Malham)	Cathy Chiverton	N/A
02/04/24	Planning Assistant	Claire Hodgson	N/A
03/04/24	Information Adviser (Grassington)	Jill Coope	N/A
08/04/24	Museum Officer	Jane Sammells	N/A
07/05/24	Tees-Swale Community Engagement Trainee	Joely Newell	N/A
07/05/24	Tees-Swale Farming and Nature Trainee	Ellie McKee	N/A
16/05/24	Access and Engagement Project Officer	Ruth McBain	N/A

20/05/24	Pennine National Trails Partnership Manager	Hannah Kay	Continuing in Park Services Officer role
27/05/24	Access and Recreation Projects and Team Manager	Rob Ashford	Area Ranger
10/06/24	Three Peaks Ranger	Thomas Andrews	N/A
17/06/24	Farming in Protected Landscapes Officer	Heather Challis	N/A
17/06/24	Woodland Creation Officer	Annabel Rockliff	Conservation Support Officer (Trees & Woodland)

Financial Implications

10. None.

Legal Implications

11. None.

Equality, Diversity and Inclusion Implications

12. None

Conclusion

13. The first 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