Yorkshire Dales National Park Authority Item 12

Finance and Resources Committee

28 May 2024

Staffing Report

Purpose of the Report

1. To update Members on the staffing establishment as at 31 March 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.

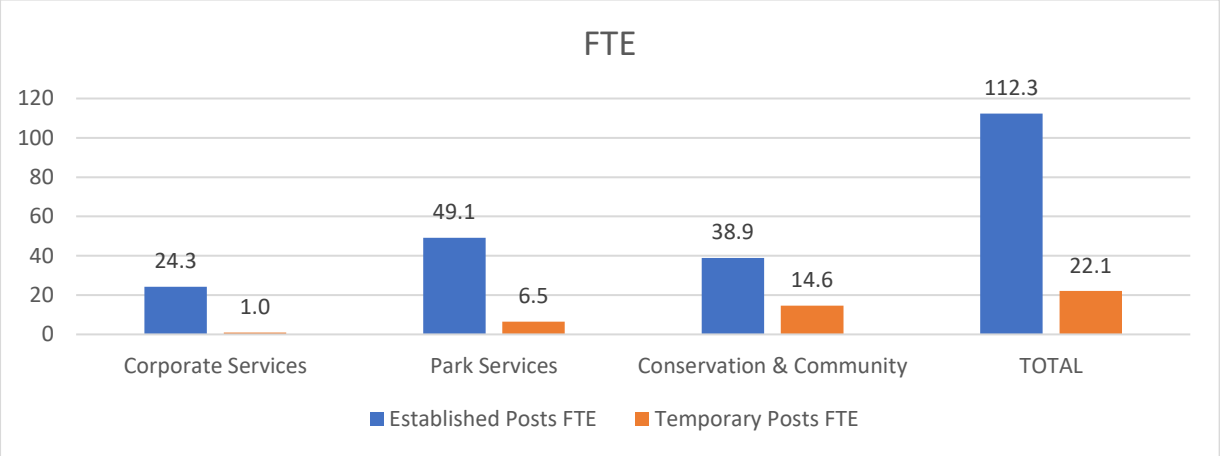
Background

4. Establishment as at 31 March 2024:

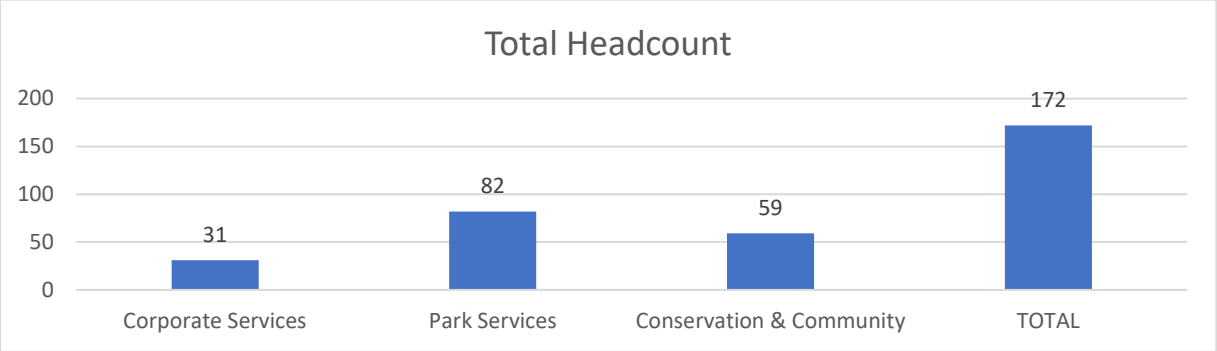
Directorate	A Established Posts FTE	B Temporary Posts FTE	C Vacancies FTE	D Total Headcount (includes job shares & part-time working)
Corporate Services	24.3	1.0	1.0	31
Park Services	49.1	6.5	3.0	82
Conservation & Community	38.9	14.6	1.0	59
TOTAL	**112.3**	**22.1**	**3.0**	**172**

[Officers on maternity leave have not been counted within Column D. If their post has been covered, the temporary officer is counted in Columns B and D]

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



6. The temporary roles within the Authority include 2 Trainees, 3 Apprentices and a number of fixed term roles that are either externally funded or temporary due to budget restrictions.



Leavers

7. Twelve Officers left the Authority between 1 January and 31 March 2024:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
IT Officer	19/01/24	Yes	New starter joined on 11 March
Three Peaks Ranger	26/03/24	Yes	Role currently being advertised
Museum Officer	31/03/24	Yes	New starter joined on 8 April
Information Adviser	31/03/24	No	Role no longer required at Reeth
Information Adviser	31/03/24	Yes	New starter joined on 1 April
Education, Engagement and Wellbeing Trainee	31/03/24	No	Funding for this role ended on 31 March
Hawes Centre Manager	31/03/24	Yes	Replacement arrangements still being finalised
Apprentice Ranger	31/03/24	TBC	
Receptionist	31/03/24	No	Reduction as part of Reception Review
Information Adviser	31/03/24	Yes	New starter joined on 1 April
Information Adviser	31/03/24	TBC	
Planning Assistant	31/03/24	Yes	New starter joined on 2 April

Vacancies, New Employees and Contract Changes

8. The following 12 vacancies have been advertised with a closing date during the period 1 January and 31 March December 2024:

New or replacement	Job title	Closing date	Comments
Replacement	Tees Swale Naturally Connected Farming and Nature Officer	10/01/24	New starter joined on 26 February
Replacement	Assistant Trees and Woodland Officer	10/01/24	Internal appointment started on 1 March
Replacement	Planning Assistant	16/01/24	New starter joined on 2 April
Replacement	IT Officer	22/01/24	New starter joined on 11 March
Replacement	Engagement, Health and Wellbeing Officer	29/01/24	Appointed candidate withdrew
Replacement	Information Adviser (Grassington)	12/02/24	New starter joined on 1 April
Replacement	Information Adviser (Malham)	12/02/24	New starter joined on 1 April
New	Wildlife Conservation Officer	19/02/24	Internal appointment started joined on 1 April
Replacement	Tees Swale Community Engagement Trainee	20/02/24	New starter joining on 7 May
Replacement	Tees Swale Farming and Nature Trainee	05/03/24	New starter joining on 7 May
New	Creative Content Producer	05/03/24	Internal appointment started on 1 April
Replacement	Museum Officer	12/03/24	New starter joined on 8 April

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

Date	Job title	Name	Previous position
24/01/24	Tees Swale Youth Engagement Officer	Hermione Pocock	Tees Swale Community Engagement Trainee
01/02/24	Farm Conservation Adviser	Christa Nelson	Tees Swale Farming and Nature Officer
01/02/24	Conservation Support Officer	Annabel Rockliff	Assistant Trees and Woodland Officer
26/02/24	Tees Swale Naturally Connected Farming and Nature Officer	Isabel Thompson	N/A
01/03/24	Assistant Trees and Woodland Officer	Joe Everitt	Tees Swale Farming and Nature Trainee
11/03/24	IT Officer	Gavin Mullan	N/A
25/03/24	Director of Park Services	Elliott Lorimer	N/A

Financial Implications

10. None.

Legal Implications

11. None.

Equality, Diversity and Inclusion Implications

12. None

Conclusion

13. The last quarter of the financial year has seen an increase in staff leaving the Authority, many of whom have opted to retire. We've also advertised more roles in this quarter than the last, due to the replacing of the roles becoming vacant plus two new roles being introduced.

Vikki Thomas
Head of HR