YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 9**

Committee: **Finance and Resources**

Date: **5 March 2024**

Report: **Staffing**

Purpose of the report

1. To update Members on the staffing establishment as at 31 December 2023, to advise on recent staffing changes and to provide an update on employment legislation changes.

Recommendation

2. That the report be noted.

Strategic Planning Framework

3. The information and recommendation contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework, and specifically Corporate Action Plan Objective 30, to "Plan and manage the Authority's work so as to make the most effective use of its resources".

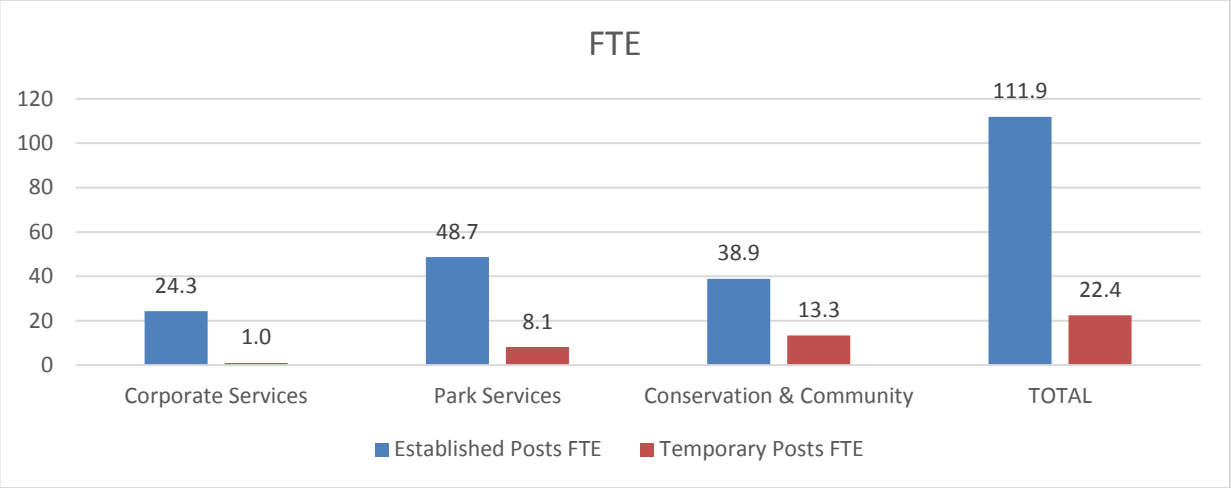
Background

4. Establishment as at 31 December 2023:

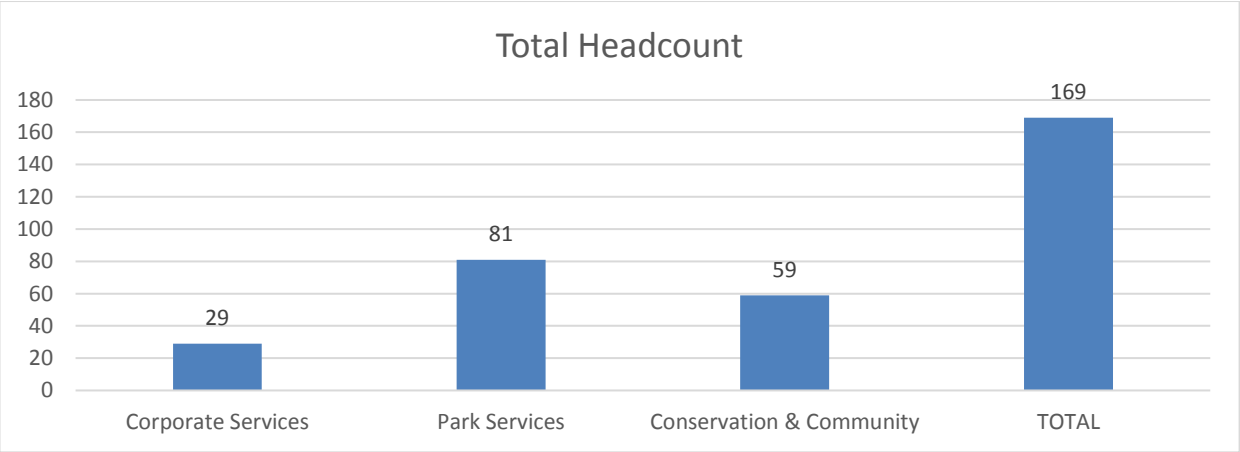
Directorate	A Established Posts FTE	B Temporary Posts FTE	C Vacancies FTE	D Total Headcount (includes job shares & part-time working)
Corporate Services	24.3	1.0	0	29
Park Services	48.7	8.1	1.0	81
Conservation & Community	38.9	13.3	2.0	59
TOTAL	**111.9**	**22.4**	**3.0**	**169**

[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 3 Trainees, 3 Apprentices and a number of fixed term roles that are either externally funded or temporary due to budget restrictions.



Leavers

7. Three Officers left the Authority between 1 October and 31 December 2023:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Interpretation Officer	17/10/23	No	Future interpretation work to be delivered differently.
Farm Conservation Adviser	10/11/23	Yes	Current member of staff started role on 1 February 2024
Receptionist	26/11/23	No	Reception service review concluded that replacement is not necessary.

Vacancies, New Employees and Contract Changes

8. The following 8 vacancies have been advertised with a closing date during the period 1 October and 31 December 2023:

NEW OR REPLACEMENT	JOB TITLE	CLOSING DATE	COMMENTS
New	Farming in Protected Landscapes Administrator	1 October 2023	Internal appointment started on 4 December 2023
New	Access and Engagement Project Officer	2 October 2023	Internal appointment started on 6 October 2023
Replacement	Director of Park Services	19 November 2032	New starter joining on 25 March 2024
Replacement	Farm Conservation Adviser	19 November 2023	Internal appointment started on 1 February 2024
Replacement	Woodland Creation Admin Officer (mat cover)	19 November 2023	New starter joined on 20 December 2023
Replacement	Tees Swale Community Engagement Officer	30 November 2023	Internal appointment started on 24 January 2024
Replacement	Conservation Support Officer (Trees & Woodland)	26 November 2023	Internal appointment started on 1 February 2024
New	Wildlife Conservation Officer	21 December 2023	Internal appointment withdrew

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 2023.

DATE	JOB TITLE	NAME	PREVIOUS POSITION
02/10/23	Rangers Service Contracts Support Officer	Nicola Hunt	Finance Clerk
02/10/23	Education, Engagement & Wellbeing Manager	Kiri Wood	Engagement and Wellbeing Officer
13/11/23	Coast to Coast Path Project Manager	Angela Hobson	N/A
04/12/23	Farming in Protected Landscapes Administrator	Joy Hayward	Woodland Creation Administrator
20/12/23	Woodland Creation Administrator	Laura Jeffrey	N/a

Upcoming Employment Legislation changes

10. There are a number of employment legislation changes that are due to be effective later this year that may impact on staff. These changes are set out in more detail in **Appendix A.** The Authority's policies will be updated accordingly.

Reception Review

11. As part of the cultural shift and adopting a more flexible approach to the way that we manage and resource our work programmes, a review has been undertaken to ensure the Authority is delivering an effective and efficient reception service.

12. Since Covid and the introduction of blended working for some roles, the offices are generally quieter, with less people working from the office all day every day. This new way of working has resulted in a change to the service delivered and expected from the reception team.

13. The review of the existing arrangements included collating and considering both qualitative and quantitative data, i.e. post records, visitor records, phone reports, all staff survey results and reception staff survey and feedback received. Proposals were presented to and agreed by SMT and a consultation process has now been completed.

14. From 1 April onwards, new arrangements will be in place at each office:

- Yoredale –the Receptionist will join and combine with the HR Team which will be relocated to the ground floor to enable a physical reception service to be retained.
- Colvend – the reception area will be unstaffed. Due to the low numbers, visitors will ring the doorbell on arrival and be greeted by a member of staff working within the office, they will then be directed to the relevant person/place.

Vikki Thomas
Head of HR
12 February 2024

Appendix A

2024 Upcoming Employment Legislation Changes

There are a number of employment legislation changes that we will need to implement, below is a summary of each one:

Paternity leave

Applicable to staff whose child is expected to be born, or placed for adoption, on or after 6 April 2024:

- Take their two-week paternity leave entitlement in two separate blocks of one week, instead of having to choose between taking one week or two consecutive weeks.
- Take their paternity leave within 52 weeks of the birth or placement for adoption, rather than having to take it within 8 weeks; and
- Give only 28 days' notice of their intention to take paternity leave, as opposed to the much longer notice period of 15 weeks.

This will need to be incorporated into our current policy

Carers leave

From 6 April 2024, staff will have the right to take one week's unpaid leave to care for a dependant. This entitlement does not cover children, unless they have long-term health or disability-related care needs. This is a 'day one' right, no minimum length of service needed and there will be a maximum of one week's leave every 12 months, regardless of how many dependants a member of staff may have.

The leave does not have to be taken in one block – it can be taken as five separate working days (pro rata for part time staff) across the year.

Carers leave is already available within our Special Leave policy, although the Authority allows paid time off.

No changes to policy are necessary.

Right to request flexible working

From 6 April 2024, staff will have the right to make a request for flexible working from 'day one'. It is also anticipated that other changes to the statutory flexible working framework will come into force at the same time. These include:

- A requirement for employers to consult with staff regarding flexible working requests.
- The right for staff to make up to 2 flexible working requests in any 12-month period. Presently staff can only make one request per 12-month period.
- The reduction of the time limit for employers to respond to flexible working requests from 3 months to 2.

This will need to be incorporated into our current policy

Protection from redundancy enhanced for pregnant mothers and family leave returners

There is already protection in place for staff on maternity, shared parental or adoption leave in terms of redundancy. The Protection from Redundancy (Pregnancy and Family Leave) Act 2023 extends the priority status to pregnant employees and those who have recently returned from maternity/adoption leave and shared parental leave. This protection starts from 6 April 2024.

This will need to be incorporated into our current policies.

Holiday pay for casual staff
Changes are being inserted into the Working Time Regulations dealing specifically with 'irregular hours workers' and 'part year workers' and they will provide:

- A new holiday entitlement system providing that holiday will be accrued based on 12.07% of the hours worked by the individual in the previous pay period;
- The right for employers (if they wish to use it) to implement rolled-up holiday pay. This means that holiday pay for these workers can be paid as an uplift of 12.07% to the normal rate of pay at the time work is done, instead of being paid at the time holiday is taken.

The above calculation method has been widely used by employers for some time now. In recent years, there have been a series of EU cases which had decided that this should not be the case. Sensibly the government are addressing this issue and allowing employers to choose from the two systems available for paying holiday pay - they can pay it when holiday is taken, calculated at the rate of a week's pay for each week's holiday as they would regular hours or full year workers, or they can pay this as rolled-up holiday pay. No changes to policy are necessary.