Yorkshire Dales National Park Authority Item 9

Finance and Resources Committee

30 September 2025

Quarterly Staffing Report

Purpose of the Report

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

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 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.

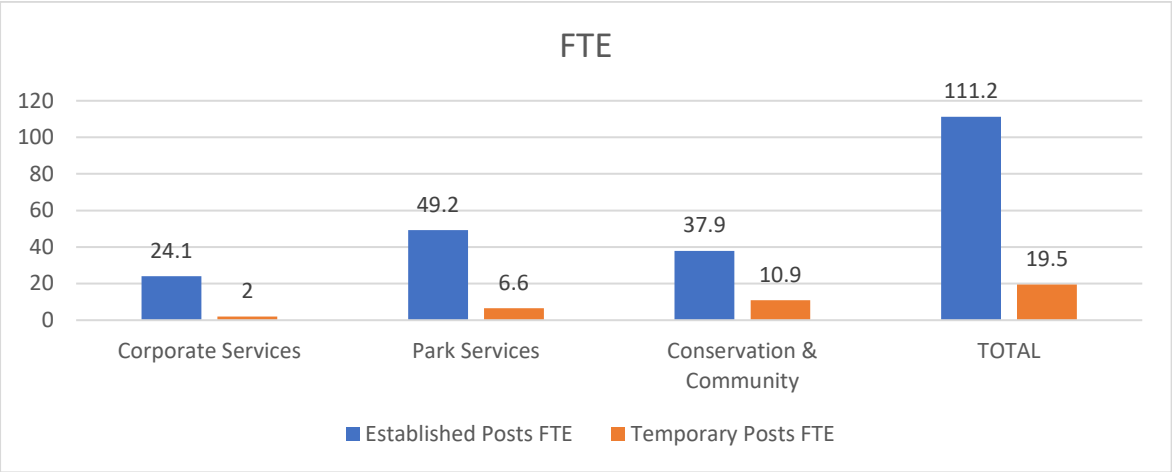
Background

4. Establishment as of 30 June 2025:

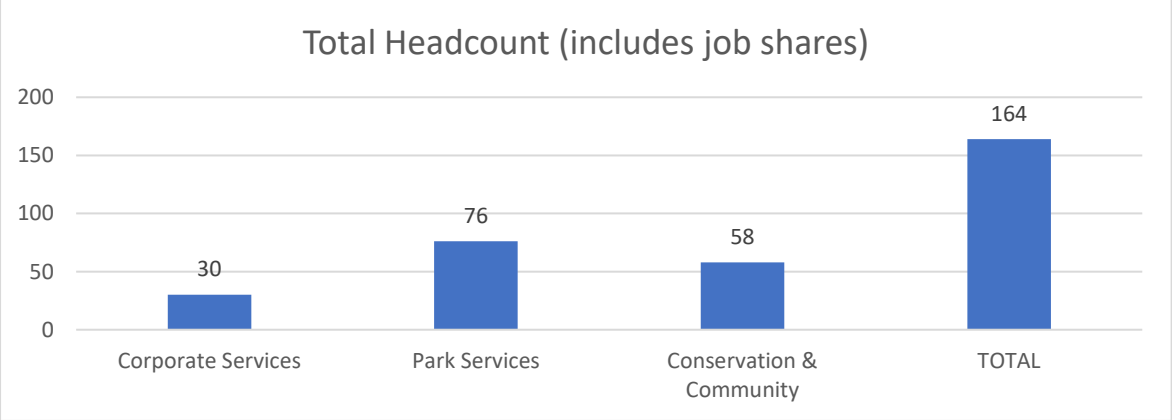
Directorate	Established Posts FTE	Temporary Posts FTE	Vacancies FTE	Total Headcount (includes job shares)
Corporate Services	24.1	2.0	0	30
Park Services	49.2	6.6	2.0	76
Conservation & Community	37.9	10.9	1.0	58
TOTAL	**111.2**	**19.5**	**2.0**	**164**

5. The Authority's total establishment stands at 130.7 FTE, with 164 individuals employed. Temporary roles account for 14.9% 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 2 Trainees, 4 Apprentices 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 April and 30 June 2025:

Job Title	Leaving Date	Will the role be replaced?	Follow-Up Action
Rights of Way Officer	30/04/25	Yes	Rights of Way Officers (job share) started on 1 September
Information Adviser	30/04/25	Yes	Information Adviser started on 15 July
Tees Swale Community Engagement Trainee	06/05/25	No	Role being combined with Farming and Nature Trainee
Tees Swale Farming and Nature Trainee	06/05/25	Yes	Tees-Swale Farming & Nature Connection Trainee started on 1 April
Museum Officer	07/05/25	Yes	Review of role being undertaken
Senior Planning Officer	31/05/25	Yes	Senior Planning Officer started on 15 September

Local Plan Project Officer	29/06/25	No	This role is being absorbed into the remaining team, as the Local Plan is ready for inspection

Vacancies, New Employees and Contract Changes

8. Ten vacancies were advertised, with a closing date during the period 1 April and 30 June 2025, with successful recruitment for all roles:

New or replacement	Job title	Closing date	Comments
Replacement	Principal Planning Officer	21/04/25	Post holder retracted resignation
Replacement	Information Adviser (Grassington)	23/04/25	New starter joined on 15 July
New	Senior IT Officer	27/04/25	Internal candidate appointed and started on 1 May
Replacement	Green Pathways Officer	13/05/25	New starter joined on 13 August
New	Seasonal Access Rangers (Visitor Engagement)	19/05/25	New starters joined on 14 July
New	Youth Engagement Trainee	01/06/25	New starter joined on 26 August
New	IT Support Officer	15/06/25	Internal candidate appointed and started on 30 June
New	Local Plan Examination Programme Officer	23/06/25	New starter joined on 7 August
Replacement	Head of Land Management	23/06/25	Internal candidate appointed and started on 1 September
Replacement	Rights of Way Officer	26/06/25	Internal candidates appointed and started on 1 September

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 2025.

Job title	Date	Name	Previous position
Information Adviser	01/04/25	Angela Mills	N/A
Information Adviser	01/04/25	Harmesh Sansoa Traynor	Harmesh was a Dales Volunteer
Tees-Swale Farming & Nature Connection Trainee	01/04/25	Emily Boby	N/A
Conservation Support Officer (Trees & Woodland)	01/04/25	Annabel Rockliffe	Woodland Creation Officer (end of secondment)
Conservation Support Officer (Wildlife)	01/04/25	Matthew Beedle	Conservation Support Officer (Trees & Woodlands)
Engagement Trainee - Championing National Parks for Everyone	08/04/25	Jovanni Sterling	N/A
HR & Reception Support Officer	08/04/25	Marion Fairburn	N/A
Senior IT Officer	01/05/25	James Schofield	IT Officer
Park Services Officer	21/05/25	Hannah Kay	Pennine National Trails Partnership Manager (end of maternity cover)

IT Support Officer	30/06/25	James Ingham	Business Admin Apprentice

Financial Implications

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

Legal Implications

11. 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

12. 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.

Conclusion

13. This quarter saw continued recruitment activity, with ten roles advertised and multiple new starters joining the Authority. Staff turnover remains stable, with most leavers being replaced promptly.

Vikki Thomas
Head of HR