

**Committee:** FINANCE AND RESOURCES  
**Date:** 28 SEPTEMBER 2021

**Report:** STAFFING

### Purpose of the report

1. To update Members on the staffing establishment as at 30 June 2021 and to advise on recent staffing 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 34, to "Plan and manage all aspects of the Authority's business so as to make the most effective use of our resources".

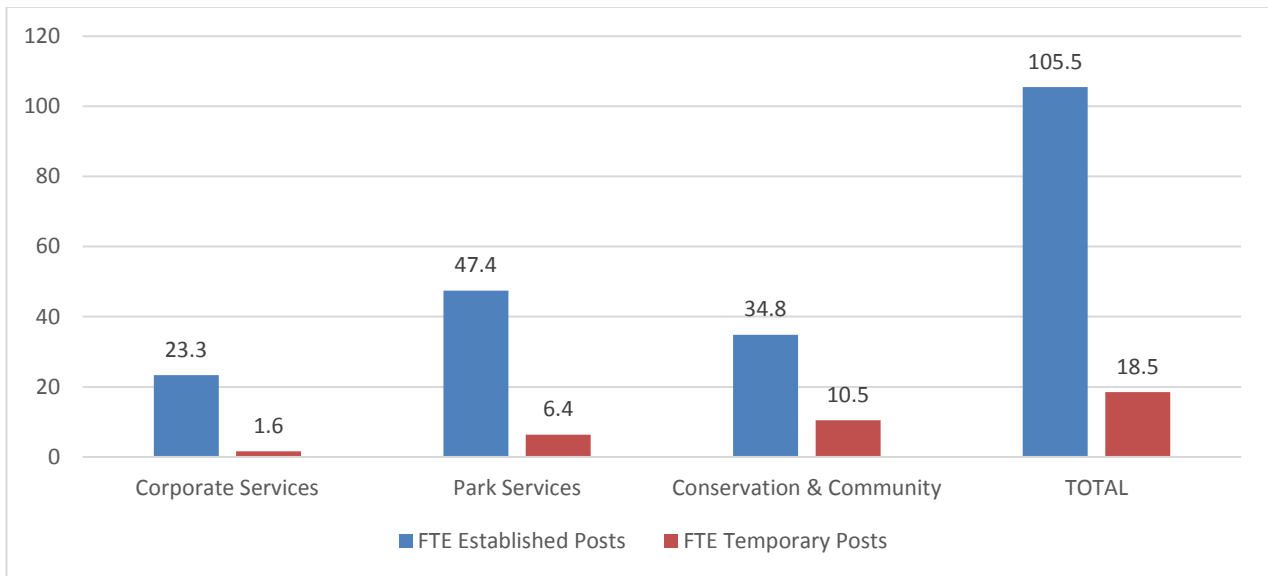
### Background

4. Establishment as at 30 June 2021:

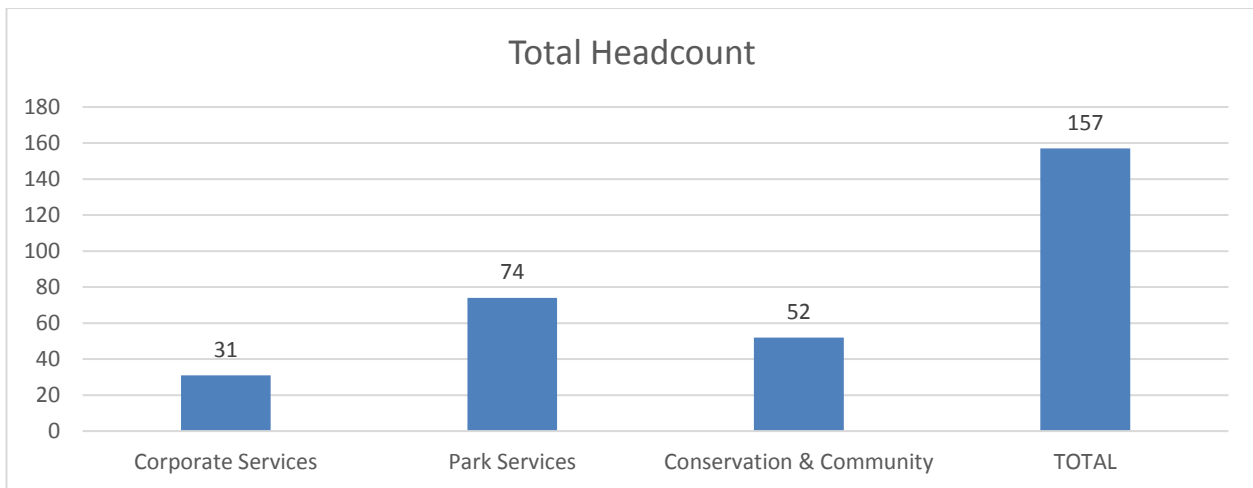
<b>Directorate</b>	<b>A Established Posts FTE</b>	<b>B Temporary Posts FTE</b>	<b>C Vacancies FTE</b>	<b>D Total Headcount (includes job shares &amp; part-time working)</b>
<b>Corporate Services</b>	23.3	1.6	1.0	31
<b>Park Services</b>	47.4	6.4	5.0	74
<b>Conservation &amp; Community</b>	34.8	10.5	6.0	52
<b>TOTAL</b>	<b>105.5</b>	<b>18.5</b>	<b>12.0</b>	<b>157</b>

[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]

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



The temporary roles within the Authority include 4 Apprentices, an Apprentice Supervisor, a maternity cover, a number of fixed term roles that are either externally funded or are temporary due to budget restrictions and a secondment.



## Leavers

5. Three Officers left the Authority between 1 April and 30 June 2021

Name	Leaving Date	Position	Additional Info
Joshua Hull	17 April	Three Peaks Ranger	Resignation
Emily Coates	30 April	Conservation Support Officer (Farming)	End of fixed term contract
Miles Johnson	14 May	Senior Historic Environment Officer	Resignation

## Vacancies, New Employees and Contract Changes

6. The following vacancies have been advertised during the period 1 April and 30 June 2021:

DIRECTORATE	JOB TITLE	CLOSING DATE
Park Services	Three Peaks Ranger	26/4/21
Conservation and Community	Senior Historic Environment Officer	30/4/21
Conservation and Community	Farm Conservation Adviser (Mat Cover)	3/5/21
Conservation and Community	Conservation Support Officer (Farming)	3/5/21
Conservation and Community	Apprentice Planning Technician	9/5/21
Park Services	Centre Manager (Malham)	13/5/21
Park Services	Youth Engagement Officer	19/5/21
Corporate Services	IT Officer	6/6/21
Conservation and Community	2 x Farming in Protected Landscapes Officers	21/6/21
Park Services	4 x Countryside Worker Apprentices	27/6/21
Conservation and Community	Farming in Protected Landscapes Administrator	27/6/21
Corporate Services	IT Officer	27/6/21

7. 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 2021.

DIRECTORATE	VACANCY	ADDITIONAL INFO
Park Services	PA to Director of Park Services	Hannah Kay transferred from Access Support Officer to PA to Director of Park Services on 1 April 2021
Park Services	Project Officer: Our Common Cause	Claire Hodgson transferred from a PA to Director of Park Services to a secondment role; Project Officer: Our Common Cause on 6 April 2021
Park Services	Youth Volunteer Officer	Caroline Hall started on 12 April 2021
Park Services	Access Support Officer	Ben Haines started on 4 May 2021
Conservation and Community	Conservation Support Officer (Farming)	Vanessa Jackson transferred from a Conservation Support Officer in the Wildlife Team to join the Farming Team on a full time permanent basis on 28 May 2021
Park Services	Centre Manager (Malham)	Clare Lamkin started on 14 June 2021

Park Services	Three Peaks Ranger	Ian Colledge started on 14 June 2021
Conservation and Community	Apprentice Planning Technician	Jacob Riches started on 21 June 2021

**Vikki Thomas**  
**Head of HR**

3 September 2021