

**Committee: FINANCE AND RESOURCES**  
**Date: 8 FEBRUARY 2022**

**Report: STAFFING**

**Purpose of the report**

1. To update Members on the staffing establishment as at 31 December 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 35, to “Plan and manage the Authority’s work so as to make the most effective use of its resources”.

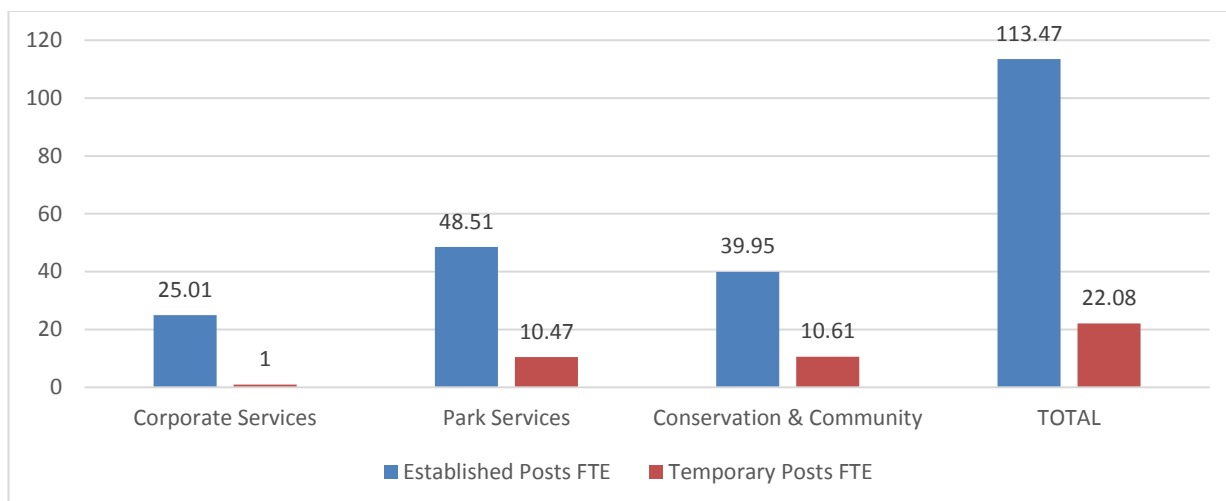
**Background**

4. Establishment as at 31 December 2021:

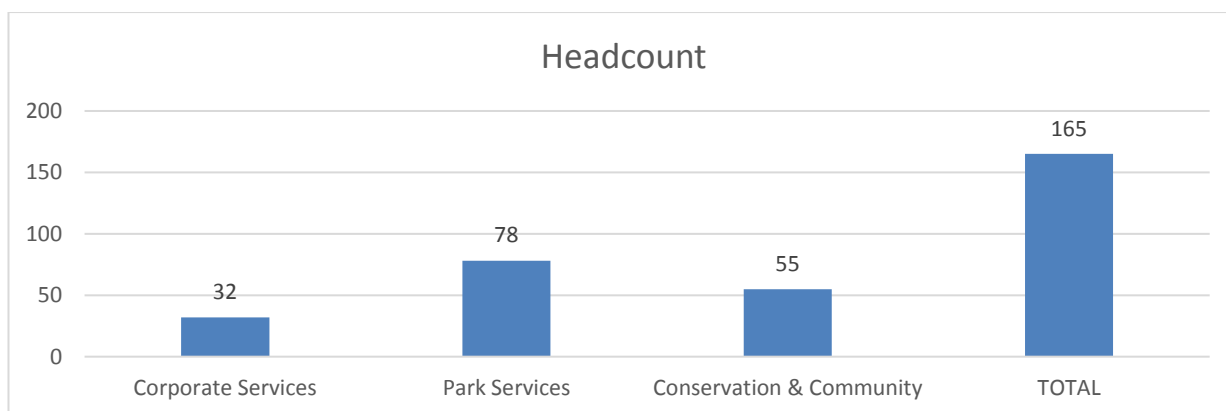
<b>Directorate</b>	<b>A Established Posts FTE</b>	<b>B Temporary Posts FTE</b>	<b>C Vacancies FTE</b>	<b>D Total Headcount (includes job shares &amp; part-time working)</b>
<b>Corporate Services</b>	25.01	1.0	1.0	32
<b>Park Services</b>	48.51	10.47	2.0	78
<b>Conservation &amp; Community</b>	39.95	10.61	2.0	55
<b>TOTAL</b>	<b>113.47</b>	<b>22.08</b>	<b>5.0</b>	<b>165</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 9 Apprentices, an Apprentice Supervisor, a maternity cover, a secondment and a number of fixed term roles that are either externally funded or are temporary due to budget restrictions.



## **Leavers**

5. Five Officers left the Authority between 1 October and 31 December 2021

<b>Name</b>	<b>Leaving Date</b>	<b>Position</b>	<b>Additional Info</b>
Rachael Middleton	3 November 21	Seasonal Access Ranger	End of fixed term contract
Andrew Gregory	3 November 21	Seasonal Access Ranger	End of fixed term contract
Michelle Clowes	19 November 21	Principal Planning Officer (North)	Resignation
James Firth	30 November 21	Access Ranger North	Dismissed (due to ill health)
Lily Mulvey	9 December 21	Historic Environment Apprentice	End of fixed term contract

## **Vacancies, New Employees and Contract Changes**

6. The following vacancies have been advertised during the period 1 October and 31 December:

<b>DIRECTORATE</b>	<b>JOB TITLE</b>	<b>CLOSING DATE</b>
Park Services	Senior Planning Officer	5/10/21
Conservation and Community	Principal Planning Officer	5/10/21
Park Services	Engagement and Wellbeing Officer	6/9/21
Park Services	Access Ranger (Cumbria)	20/10/21
Corporate Services	HR Support Officer	17/11/21
Corporate Services	IT Officer (GIS)	3/1/22

7. 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 2021.

<b>DIRECTORATE</b>	<b>VACANCY</b>	<b>ADDITIONAL INFO</b>
Corporate Services	HR Support Officer	Suzannah Barningham resigned from her HR Support Officer role on 20 Oct 2021, but will continue in her Access Support Officer role
Conservation and Community	Trees and Woodlands Officer	Lee Johnson started on 2 November 2021
Conservation and Community	Planning Enforcement Officer	Alison Pilkington started on 8 November 2021
Conservation and Community	Westmorland Dales Cultural Heritage Trainee	Rebekah Booth started on 8 November 2021
Conservation and Community	Woodland Creation Administration Officer	Rebecca Turner started on 29 November 2021
Conservation and Community	Woodland Project Officer	Kat Hopley started on 29 November 2021
Park Services	Engagement and Well-being Officer	Kiri Wood started on 2 December 2021
Corporate Services	HR Support Officer	Kate Deakin started on 6 December 2021

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

4 January 2022