

Committee: FINANCE AND RESOURCES

Date: 24 MAY 2022

Report: STAFFING

Purpose of the report

1. To update Members on the staffing establishment as at 31 March 2022 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".

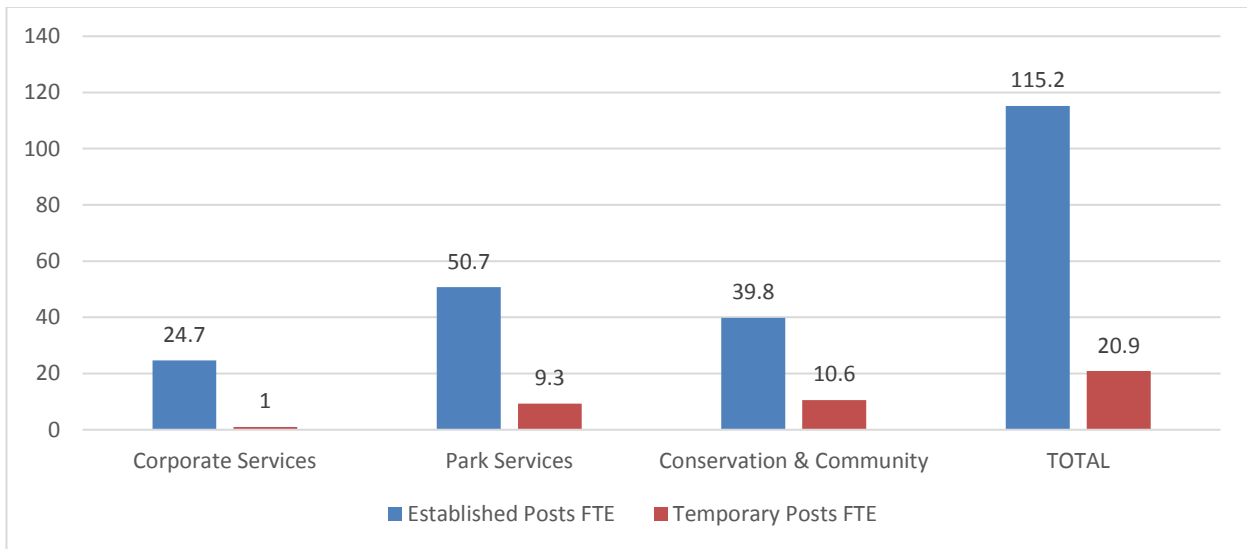
Background

4. Establishment as at 31 March 2022:

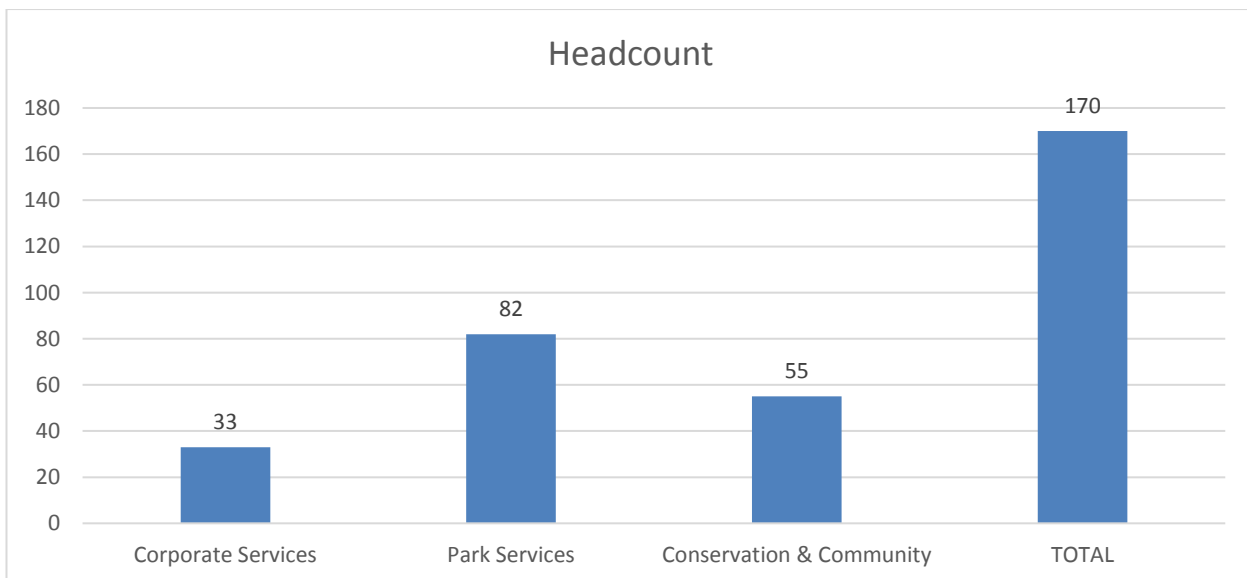
| Directorate | A Established Posts FTE | B Temporary Posts FTE | C Vacancies FTE | D Total Headcount (includes job shares & part-time working) |
|---|--|--|--------------------------------|--|
| Corporate Services | 24.7 | 1.0 | 1.0 | 33 |
| Park Services | 50.7 | 9.3 | 3.75 | 82 |
| Conservation & Community | 39.8 | 10.6 | 4.0 | 55 |
| TOTAL | 115.2 | 20.9 | 8.75 | 170 |

[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 1 Trainee, 7 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

7. Nine Officers left the Authority between 1 January and 31 March 2022:

| Name | Leaving Date | Position | Additional Info |
|------------------|------------------|---|-----------------|
| Andrew Bishop | 7 February 2022 | Senior Planning Officer | Resignation |
| Elizabeth Grieve | 28 February 2022 | Land Management and Conservation Apprentice | Resignation |

| | | | |
|------------------|---------------|-------------------------------------|-------------|
| Tom Williams | 18 March 2022 | IT Officer | Resignation |
| Dave Parrish | 31 March 2022 | Minerals and Waste Planning Officer | Resignation |
| Susan Barker | 31 March 2022 | Information Adviser | Resignation |
| Maureen Burton | 31 March 2022 | Receptionist | Resignation |
| Mark Butler | 31 March 2022 | IT Officer (GIS) | Resignation |
| Susan Baty-Symes | 31 March 2022 | Information Adviser | Resignation |
| Vanessa Andreoli | 31 March 2022 | Information Adviser | Resignation |

Vacancies, New Employees and Contract Changes

8. The following vacancies have been advertised during the period 1 January and 31 March 2022:

| DIRECTORATE | JOB TITLE | CLOSING DATE |
|----------------------------|--|---------------------|
| Conservation and Community | Land Management Adviser | 01/02/22 |
| Corporate Services | IT Officer (GIS) | 18/01/22 |
| Conservation and Community | Senior Planning Officer | 31/01/22 |
| Conservation and Community | Assistant Trees & Woodland Officer | 07/02/22 |
| Park Services | Information Adviser (Reeth) | 09/02/22 |
| Park Services | Information Adviser (Malham) | 09/02/22 |
| Park Services | Information Adviser (Hawes) | 09/02/22 |
| Park Services | Information Adviser (Grassington) | 09/02/22 |
| Park Services | Information Adviser (Aysgarth) | 09/02/22 |
| Park Services | Access Ranger | 18/02/22 |
| Corporate Services | IT Officer | 21/02/22 |
| Conservation and Community | Principal Planning Officer | 07/03/22 |
| Park Services | Information Adviser (Hawes) | 17/03/22 |
| Park Services | Tees-Swale Community Engagement Trainee | 23/03/22 |
| Conservation and Community | Tees-Swale Farming and Nature Trainee | 31/03/22 |
| Park Services | Youth Volunteering Officer (Maternity Leave Cover) | 31/03/22 |

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 2022.

| DIRECTORATE | VACANCY | ADDITIONAL INFO |
|----------------------------|------------------------------------|---|
| Conservation and Community | Senior Planning Officer | Mark Williams started on 3 January 2022 |
| Park Services | Access Ranger | Ed Kirkham started on 4 January 2022 |
| Conservation and Community | Assistant Trees & Woodland Officer | Annabel Rockliff started on 14 March 2022 |
| Conservation and Community | Land Management Adviser | Laura Mealin transferred from Farm Conservation Adviser (Maternity Cover) to Land Management Adviser on 14 March 2022 |
| Corporate Services | IT Officer (GIS) | Milly Matthews-Mulroy started on 21 March 2022 |
| Park Services | Information Adviser (Hawes) | Sally Howorth resigned from her part time IA role on 31 March 2022 to become a full time receptionist at Colvend |

Vikki Thomas
Head of HR

20 April 2022