

Committee: FINANCE AND RESOURCES

Date: 27 SEPTEMBER 2022

Report: STAFFING

Purpose of the report

1. To update Members on the staffing establishment as at 30 June 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".

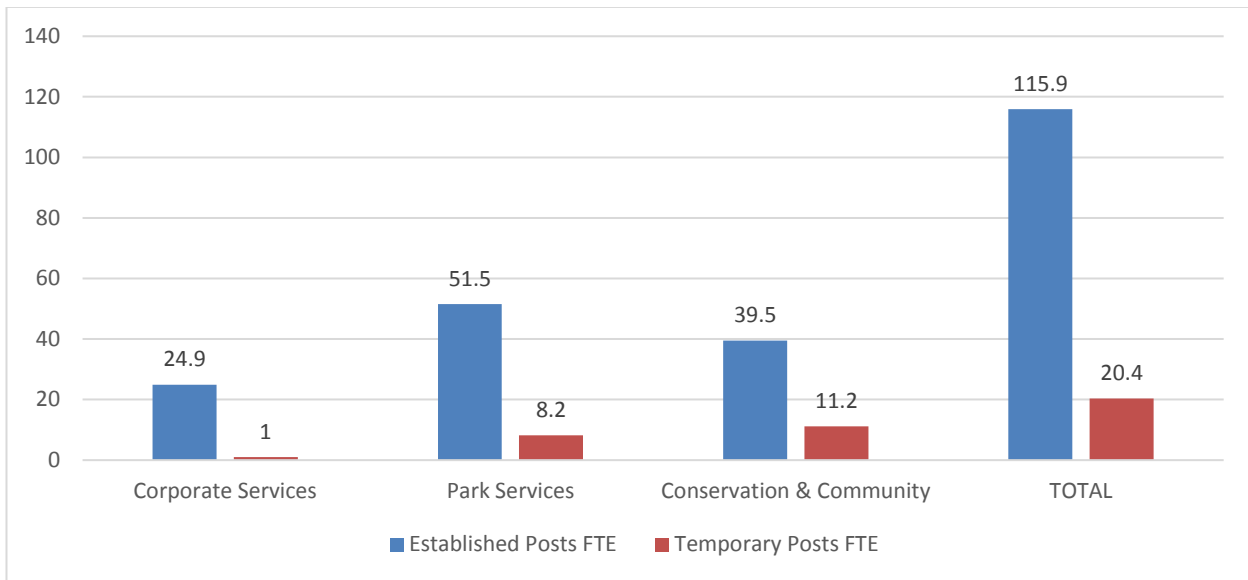
Background

4. Establishment as at 30 June 2022:

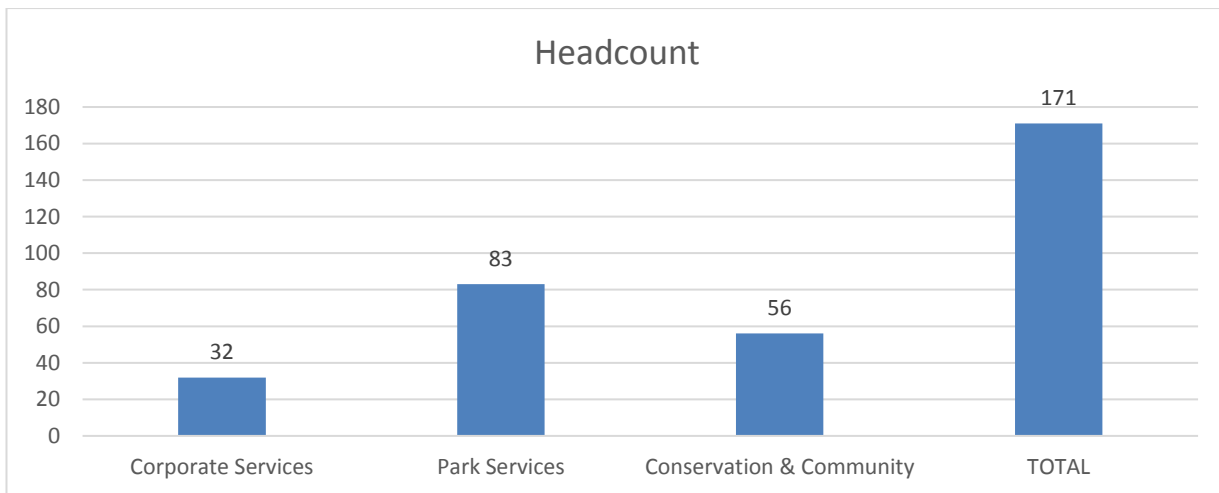
| Directorate | A Established Posts FTE | B Temporary Posts FTE | C Vacancies FTE | D Total Headcount (includes job shares & part-time working) |
|---|--|--|--------------------------------|--|
| Corporate Services | 24.9 | 1.0 | 0 | 32 |
| Park Services | 51.5 | 8.2 | 2.0 | 83 |
| Conservation & Community | 39.5 | 11.2 | 2.0 | 56 |
| TOTAL | 115.9 | 20.4 | 4.0 | 171 |

[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, 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. Six Officers left the roles at the Authority between 1 April and 30 June 2022:

| Name | Leaving Date | Position | Directorate |
|---------------------|--------------|---------------------------|--------------------------|
| Janette White | 26/04/2022 | Information Adviser | Park Services |
| Sarah Binks-Lambert | 18/05/2022 | Admin Officer (DCM) | Park Services |
| Phill Hibbs | 21/05/2022 | Woodland Creation Officer | Conservation & Community |

| | | | |
|-----------------|------------|-------------------------------|--------------------------|
| Rosie Corner | 25/05/2022 | Local Plan Officer | Conservation & Community |
| Mark Hewitt | 27/05/2022 | Wildlife Conservation Officer | Conservation & Community |
| Andrew Morrison | 31/05/2022 | Principal Planning Officer | Conservation & Community |

Vacancies, New Employees and Contract Changes

8. The following 11 vacancies have been advertised during the period 1 April and 30 June 2022:

| DIRECTORATE | JOB TITLE | CLOSING DATE |
|----------------------------|---|-----------------------|
| Conservation and Community | Woodland Project Officer | 25/04/22 |
| Conservation and Community | Wildlife Conservation Officer (job share) | 08/05/22 |
| Conservation and Community | Local Plan Officer | 12/05/22 |
| Park Services | Seasonal Access Ranger (Visitor Engagement) | 22/05/22 |
| Conservation and Community | Farm Conservation Adviser | 24/05/22 |
| Park Services | DCM Administrative Officer | 29/05/22 |
| Corporate Services | IT Manager (temporary cover) | 05/06/22 and 29/06/22 |
| Conservation and Community | Planning Admin Assistant (maternity cover) | 07/06/22 |
| Conservation and Community | Senior Planning Officer | 12/06/22 |
| Park Services | Education Officer (job share) | 15/06/22 |
| Conservation and Community | Farming in Protected Landscapes Officer | 19/06/22 |

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 2022.

| DIRECTORATE | JOB TITLE | ADDITIONAL INFO |
|--------------------|---------------------|---|
| Park Services | Information Adviser | Alan Greenfield started on 1 April 2022 |
| Park Services | Information Adviser | Charlotte Mudd started on 1 April 2022 |
| Park Services | Information Adviser | Pamela Serjeant started on 1 April 2022 |
| Park Services | Information Adviser | Helen Fehler started on 1 April 2022 |
| Park Services | Information Adviser | Pam Ibbotson started on 1 April 2022 |

| | | |
|----------------------------|---|--|
| Corporate Services | IT Officer | James Schofield started on 1 April 2022 |
| Conservation and Community | Principal Minerals Planning & Enforcement Officer | Martyn Coy changed role on 1 April 2022 |
| Park Services | Youth Volunteering Officer | Rachael Addison changed role on 1 April 2022 |
| Park Services | Access Ranger (North) | Jonathan Heap started on 11 April 2022 |
| Park Services | Information Adviser | Roger Martlew started on 1 May 2022 |
| Park Services | Tees-Swale Community Engagement Trainee | Caitlin Fox started on 9 May 2022 |
| Conservation and Community | Tees-Swale Farming and Nature Trainee | Benjamin Fisher started on 9 May 2022 |
| Park Services | Youth Volunteering Officer (maternity cover) | Caroline Hall changed role on 1 June 2022 |
| Conservation and Community | Senior Planning Officer | Matthew Lappin started on 13 June 2022 |
| Conservation and Community | Woodlands Project Officer | Luke Walpole started on 20 June 2022 |
| Conservation and Community | Wildlife Conservation Officer (job share) | Rachel Brindle started on 20 June 2022 |

Vikki Thomas
Head of HR

19 August 2022