

Committee: FINANCE AND RESOURCES

Date: 6 DECEMBER 2022

Report: STAFFING

Purpose of the report

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

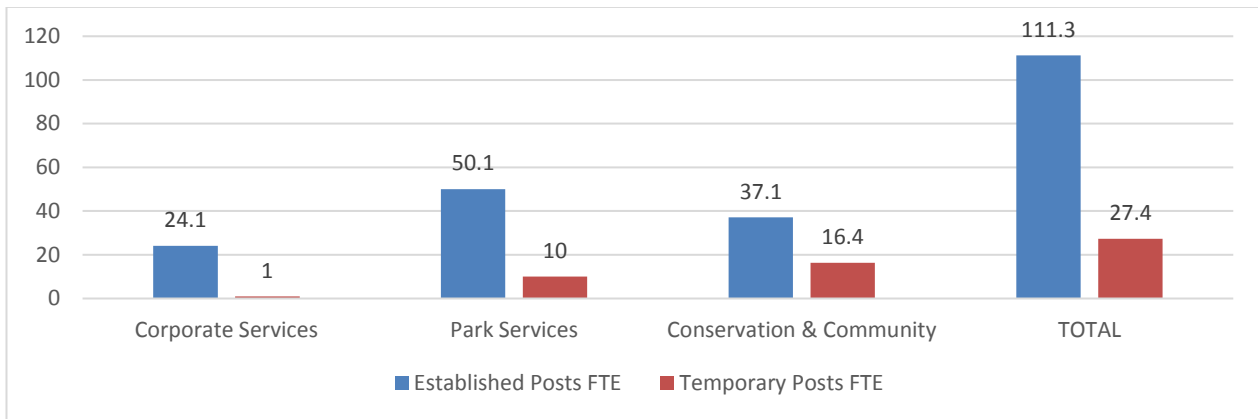
Background

4. Establishment as at 30 September 2022:

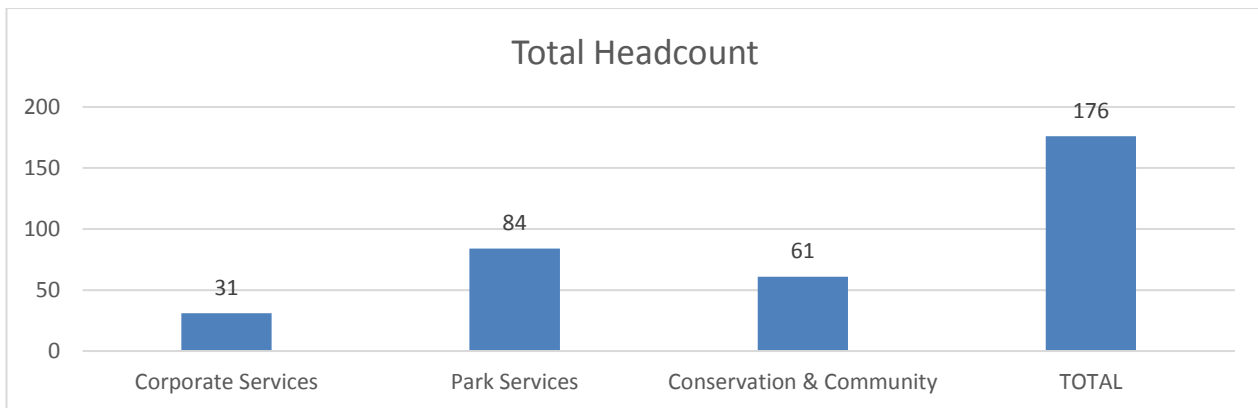
Directorate	A Established Posts FTE	B Temporary Posts FTE	C Vacancies FTE	D Total Headcount (includes job shares & part-time working)
Corporate Services	24.1	1.0	1.0	31
Park Services	50.1	10.0	0.8	84
Conservation & Community	37.1	16.4	3.0	61
TOTAL	111.3	27.4	4.8	176

[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, 2 maternity cover roles, a number of fixed term roles that are either externally funded or are temporary due to budget restrictions and a secondment.



Leavers

7. Eight Officers left the Authority between 1 July and 30 September 2022:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Farming in Protected Landscapes Officer	01/07/22	No	Recruitment of replacement unsuccessful
Creative Content Assistant Apprentice	15/07/22	Yes	New apprentice started on 1 September
Senior Planning Officer	18/07/22	Yes	New starter joined on 22 August
Apprentice Supervisor	31/07/22	Yes	A member of staff from the Ranger team is undertaking this role
Three Peaks Ranger	02/09/22	Yes	New starter joining on 7 November
2 x Seasonal Access Ranger	04/09/22	No	Seasonal roles
HR Support Officer	14/09/22	Yes	Internal transfer – started on 18 October

Vacancies, New Employees and Contract Changes

8. The following 8 vacancies have been advertised during the period 1 July and 30 September 2022:

NEW OR REPLACEMENT	JOB TITLE	CLOSING DATE	COMMENTS
Replacement	Senior Trees and Woodlands Officer	12/07/22 & 23/08/22	Recruitment unsuccessful
Replacement	Creative Content Assistant Apprentice	18/07/22	Internal appointment – started on 1 September
New (casual roles)	Casual Information Advisors	01/08/22	5 new starters joined in August
New	Maintenance Assistant Apprentice	23/08/22	Vacancy withdrawn
Replacement	Local Plan Project Officer	25/08/22	New starter due to start on 28 November
Replacement	Nature Recovery Apprentice	30/08/22	New starter started on 22 September
Replacement	Three Peaks Ranger	13/09/22	New starter due to start on 7 November
Replacement	HR Support Officer	13/09/22	Internal appointment – started in 18 October

9. The following table lists new employees who joined the Authority, and current employees who have been promoted or changed post, between 1 July and 30 September 2022.

DATE	JOB TITLE	NAME	PREVIOUS POSITION
01/07/22	Principal Planning Officer	Emma Heron	N/A
04/07/22	Farm Conservation Adviser	Fiona Robinson	N/A
14/07/22	Admin Officer (DCM)	Alison Jarrett	Continuing as Receptionist
25/07/22	Assistant Farming in Protected Landscapes Officer	Lydia Watson	N/A
25/07/22	Assistant Farming in Protected Landscapes Officer	Eva Irving	N/A
07/08/22	Heart of the Pennines Woodland Creation Officer	Niki Child	Senior Trees and Woodlands Officer
22/08/22	Senior Planning Officer	Andrew Tait	N/A
01/09/22	Creative Content Assistant Apprentice	Charlotte Mudd	Information Advisor
05/09/22	Planning Administrative Assistant (Maternity Leave Cover)	James Hollands-Wilkins	N/A
22/09/22	Nature Recovery Apprentice	Genny Stringer-Calvert	Seasonal Access Ranger

Vikki Thomas
Head of HR
 21 October 2022