

Committee: FINANCE AND RESOURCES

Date: 7 FEBRUARY 2023

Report: STAFFING

Purpose of the report

1. To update Members on the staffing establishment as at 31 December 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”.

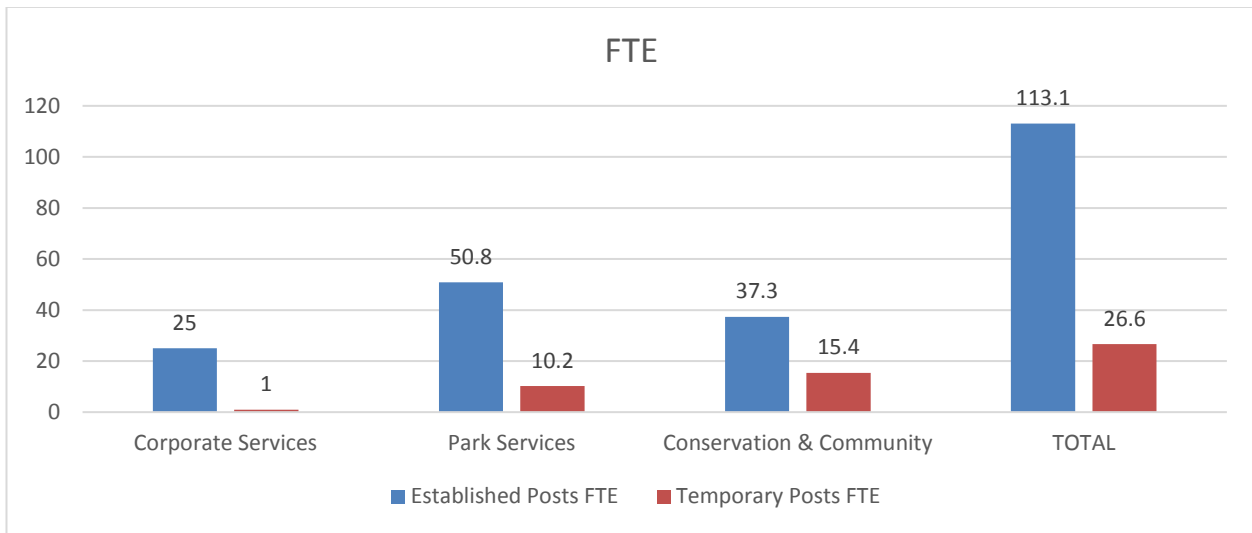
Background

4. Establishment as at 31 December 2022:

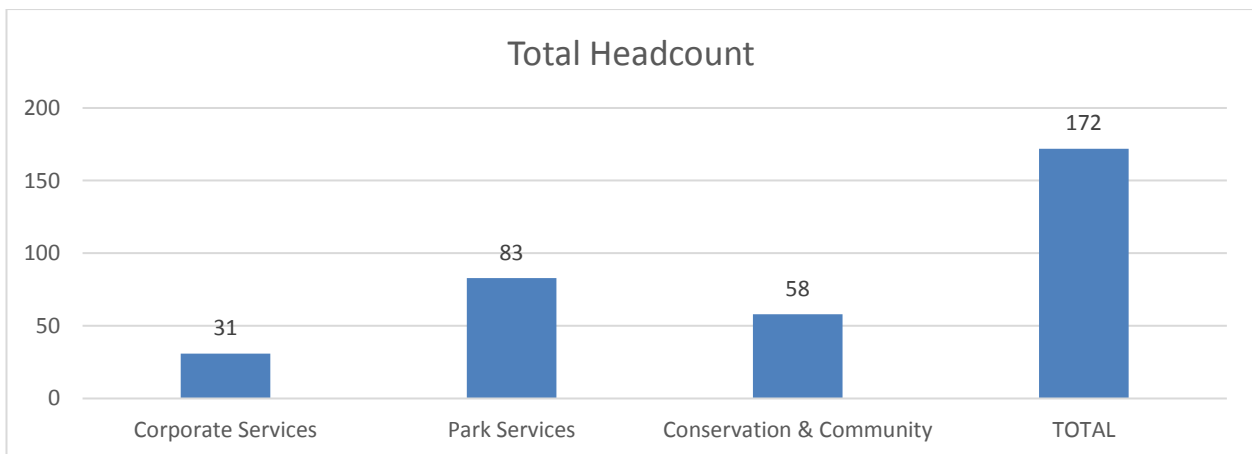
Directorate	A Established Posts FTE	B Temporary Posts FTE	C Vacancies FTE	D Total Headcount (includes job shares & part-time working)
Corporate Services	25.0	1.0	0	31
Park Services	50.8	10.2	0	83
Conservation & Community	37.3	15.4	2.0	58
TOTAL	113.1	26.6	2.0	172

[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, 8 Apprentices, 1 maternity cover role and a number of fixed term roles that are either externally funded or temporary due to budget restrictions.



Leavers

7. Three Officers left the Authority between 1 October and 31 December 2022:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Apprentice Planning Technician	30/11/22	No	Decision not to replace apprenticeship role
Project Officer: Our Common Cause	15/12/22	No	Was a secondment arrangement
Director of Corporate Services	31/12/22	Yes	Internal transfer - started on 1 December

Vacancies, New Employees and Contract Changes

8. The following 2 vacancies have been advertised with a closing date during the period 1 October and 31 December 2022:

NEW OR REPLACEMENT	JOB TITLE	CLOSING DATE	COMMENTS
New	Access and Engagement Project Officer	31/10/22	Internal appointment – started on 9 December
New	Coast to Coast Path Project Manager	20/11/22	New starter due to start on 20 February

9. 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 2022.

DATE	JOB TITLE	NAME	PREVIOUS POSITION
03/10/22	Ranger Apprentice	Henry Edwards	N/A
17/10/22	HR Support Officer	Kathy Lewin	Legal Assistant
07/11/22	Three Peaks Ranger	Thomas Sutton	N/A
28/11/22	Local Plan Project Officer	Judith Stockton	N/A
01/12/22	Director of Corporate Services	Clare Burrows	Solicitor/Monitoring Officer
09/12/22	Access and Engagement Project Officer	Caroline Hall	Youth Volunteering Officer (Mat Cover)

Vikki Thomas
Head of HR

4 January 2023