

Committee: FINANCE AND RESOURCES

Date: 30 MAY 2023

Report: STAFFING

Purpose of the report

1. To update Members on the staffing establishment as at 31 March 2023 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”.

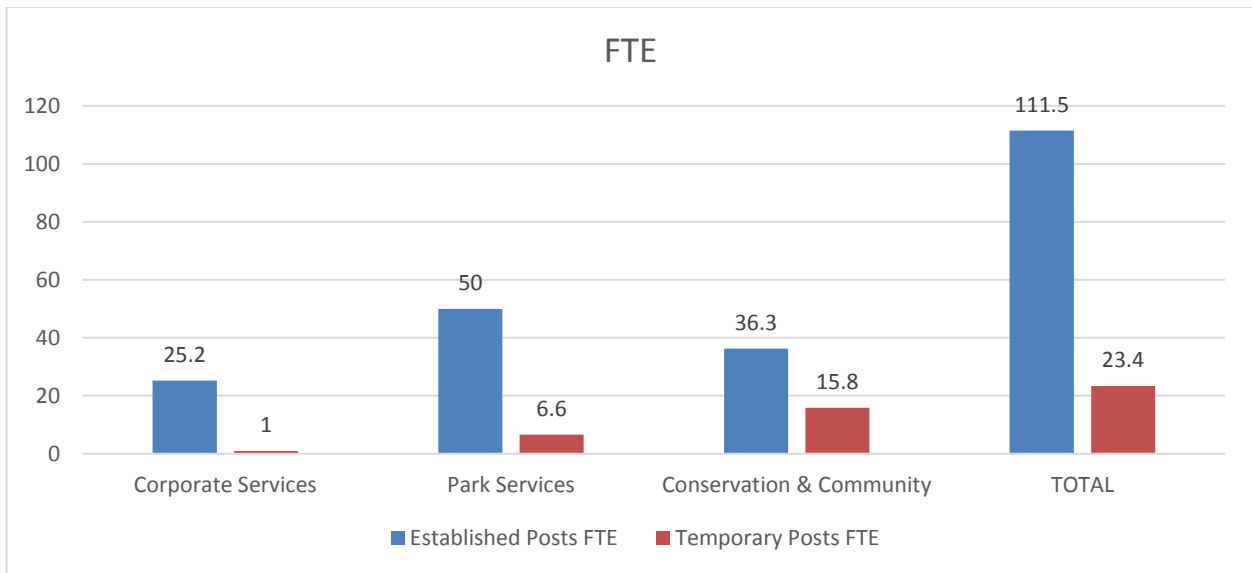
Background

4. Establishment as at 31 March 2023:

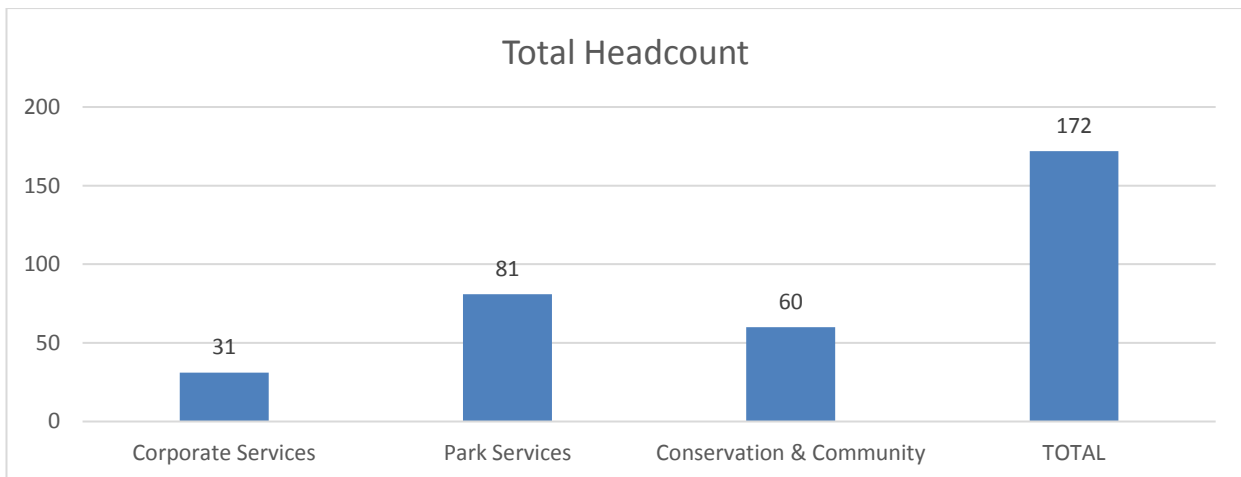
Directorate	A Established Posts FTE	B Temporary Posts FTE	C Vacancies FTE	D Total Headcount (includes job shares & part-time working)
Corporate Services	25.2	1.0	1.8	31
Park Services	50.0	6.6	2.91	81
Conservation & Community	36.3	15.8	5.5	60
TOTAL	111.5	23.4	10.21	172

[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 4 Trainees, 3 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. Eleven Officers left the Authority between 1 January and 31 March 2023:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Countryside Worker Apprentice	22/01/23	No	WDLP coming to an end
Ranger Service Admin Officer	19/02/23	Yes	Vacancy not yet advertised
Senior Listed Buildings Officer	23/02/23	Yes	Internal transfer - started on 27 March
Countryside Worker Apprentice	23/02/23	No	WDLP coming to an end

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Building Conservation Officer	23/02/23	No	Decision made not to replace the role
Farming in Protected Landscapes Officer	15/03/23	Yes	Vacancy advertised
Ranger Apprentice	23/03/23	No	End of funding
Westmorland Dales Cultural Heritage Trainee	31/03/23	No	WDLP coming to an end
Finance Officer	31/03/23	Yes	New starter joined on 20/02/23
Access Ranger	31/03/23	TBC	Ranger team being reviewed

Vacancies, New Employees and Contract Changes

8. The following 11 vacancies have been advertised with a closing date during the period 1 January and 31 March 2023:

NEW OR REPLACEMENT	JOB TITLE	CLOSING DATE	COMMENTS
New	Coast to Coast Path Senior Rights of Way Officer	29/01/23	New starter – waiting for start date to be confirmed
New	Conservation Support Officer (Peatland)	08/01/23	Internal appointment – started on 6 February
Replacement	Senior Listed Building Officer	07/02/23	Internal appointment – started on 27 March
New	Coast to Coast Path Support Officer	19/02/23	Internal appointment – due to start on 15 May
Replacement	Information Adviser (Aysgarth)	19/02/23	Internal appointment – started on 1 April
Replacement	Committees Officer	22/02/23	New starter started on 17 April
Replacement	Woodland Creation Admin Officer (maternity cover)	26/02/23	New starter started on 24 April
Replacement	Senior Trees and Woodland Officer	09/03/23	Internal appointment – started on 1 April
Replacement	Tees-Swale Community Engagement Trainee	12/03/23	New starter started on 24 April
Replacement	Tees-Swale Farming and Nature Trainee	12/03/23	New starter due to start on 2 May
Replacement	Information Adviser (Reeth)	20/03/23	New starter due to start on 1 May

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 2023.

DATE	JOB TITLE	NAME	PREVIOUS POSITION
23/01/23	Education, Engagement and Well-being Trainee	Jasmine Cash	N/A
06/02/23	Conservation Support Officer (Peatland)	Libby Firby-Fisk	Countryside Worker Apprentice (WDLP)
20/02/23	Finance Officer	Julie Braid	N/A
20/02/23	Coast to Coast Path Project Officer	Kara Heald	N/A
27/03/23	Senior Listed Buildings Officer	Peter Reynolds	Planning Assistant

Vikki Thomas
Head of HR

24 April 2023