

**Committee: FINANCE AND RESOURCES**

**Date: 26 SEPTEMBER 2023**

**Report: STAFFING**

### Purpose of the report

1. To update Members on the staffing establishment as at 30 June 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 30, to "Plan and manage the Authority's work so as to make the most effective use of its resources".

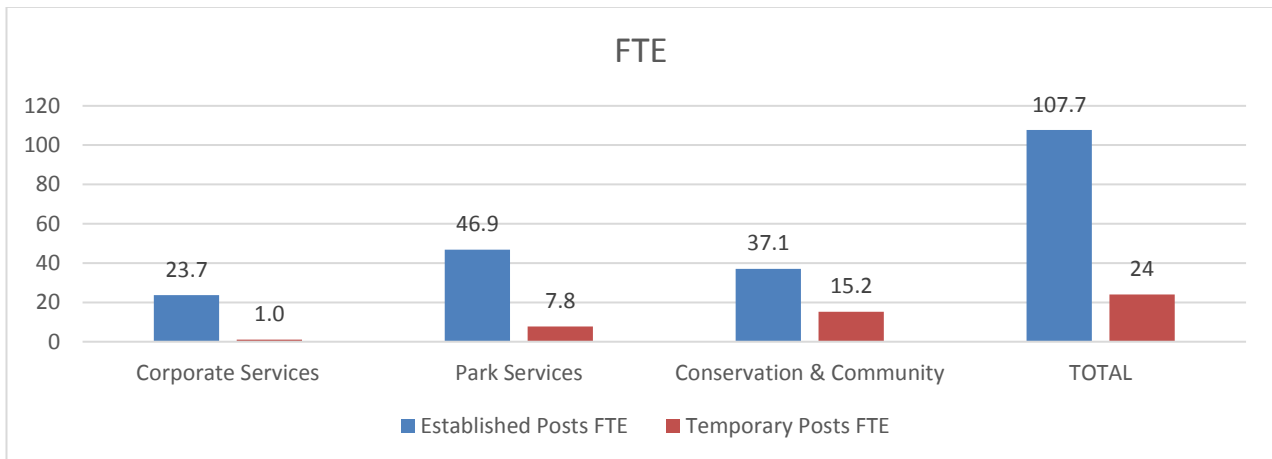
### Background

4. Establishment as at 30 June 2023:

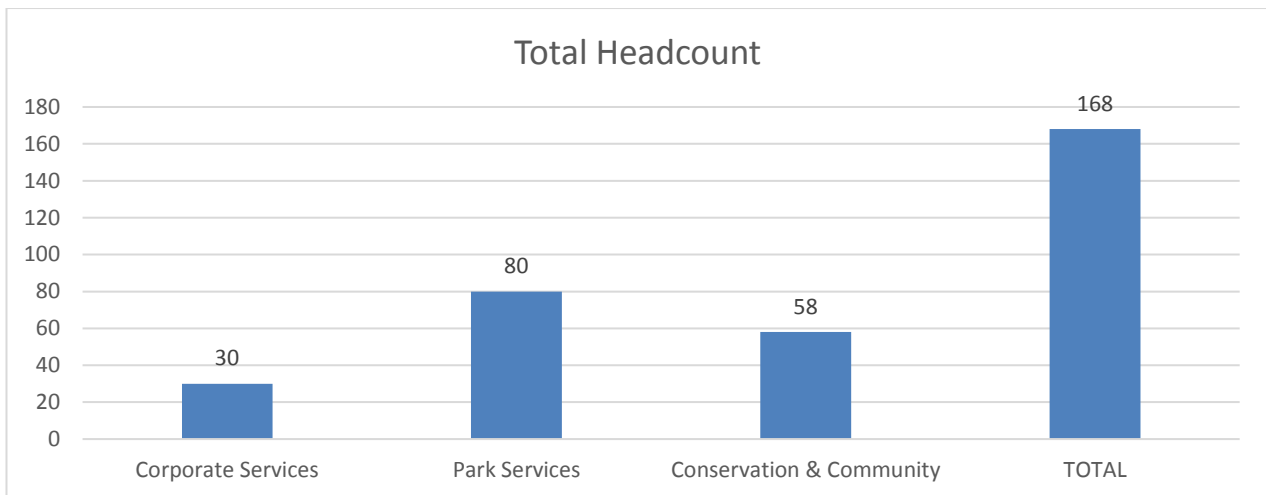
<b>Directorate</b>	<b>A Established Posts FTE</b>	<b>B Temporary Posts FTE</b>	<b>C Vacancies FTE</b>	<b>D Total Headcount (includes job shares &amp; part-time working)</b>
<b>Corporate Services</b>	23.7	1.0		30
<b>Park Services</b>	46.9	7.8	3.0	80
<b>Conservation &amp; Community</b>	37.1	15.2		58
<b>TOTAL</b>	<b>107.7</b>	<b>24.0</b>	<b>3.0</b>	<b>168</b>

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



## Leavers

7. Six Officers left the Authority between 1 April and 30 June 2023:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Tees-Swale Community Engagement Trainee	16/04/23	Yes	New starter joined on 24 April
Access Ranger	23/04/23	Yes	New starter joined on 17 July
HOTP Woodland Creation Officer	28/04/23	No	Work to be incorporated into the current team
Tees-Swale Farming and Nature Trainee	30/04/23	Yes	New starter joined on 2 May
Committees Officer	01/05/23	Yes	New starter joined on 17 April
Information Adviser	20/06/23	Yes	New starter joined on 1 May

## Vacancies, New Employees and Contract Changes

8. The following 9 vacancies have been advertised with a closing date during the period 1 April and 30 June 2023:

NEW OR REPLACEMENT	JOB TITLE	CLOSING DATE	COMMENTS
New	Farming in Protected Landscapes Officer	20 April 2023	New starter started on 13 June
Replacement	Land Management adviser	7 May 2023	Internal appointment started on 15 May
New	Temporary Admin Support Officer	14 May 2023	Internal appointment started on 13 June
Replacement	Seasonal Access Ranger	21 May 2023	New starter started on 13 July
Replacement	Seasonal Access Ranger	21 May 2023	New starter started on 13 July
Replacement	Access Ranger	31 May 2023	New starter started on 24 July
New	Farming in Protected Landscapes Officer	20 April 2023	Internal appointment due to start on 1 September
Replacement	Trees & Woodland Officer	12 June 2023	Internal appointment started on 1 July
Replacement	Access and Workshop Ranger	26 June 2023	New starter due to start on TBC

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 2023.

DATE	JOB TITLE	NAME	PREVIOUS POSITION
01/04/23	Senior Trees and Woodlands Officer	Lee Johnson	Trees & Woodland Officer
17/04/23	Committees Officer	Rebecca Eslick	N/A
24/04/23	Woodland Creation Admin Officer	Joy Hayward	N/A
24/04/23	Tees-Swale Community Engagement Trainee	Hermione Pocock	N/A
02/05/23	Tees-Swale Farming and Nature Trainee	Joseph Everitt	N/A
15/05/23	Coast to Coast Path Support Officer	Suzannah Barningham	Access Support Officer (currently working in both roles)
13/06/23	Farming in Protected Landscapes Officer	Megan Schofield	N/A

**Vikki Thomas**  
**Head of HR**

9 August 2023