

**Committee:** Finance and Resources

**Date:** 5 December 2023

**Report:** Staffing

### Purpose of the report

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

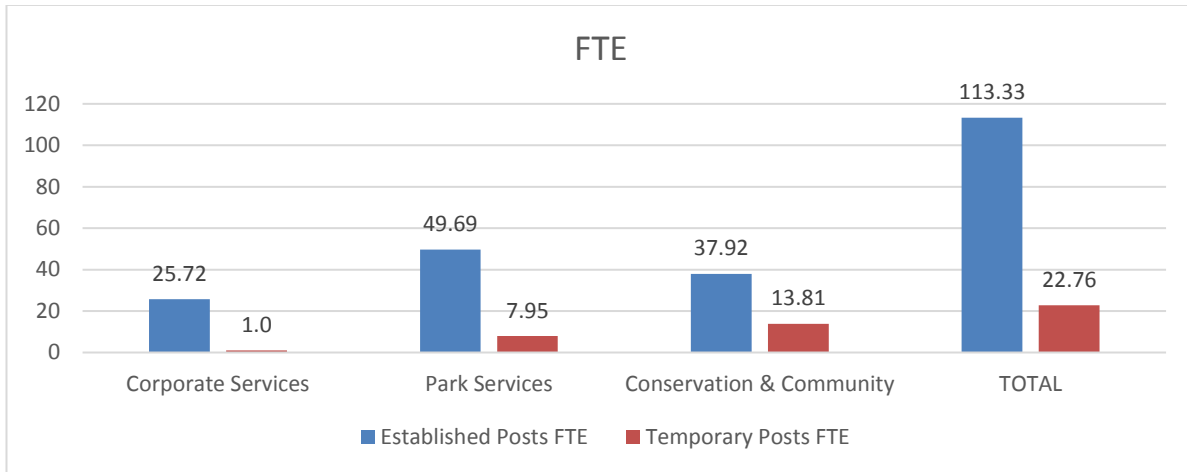
### Background

4. Establishment as at 30 September 2023:

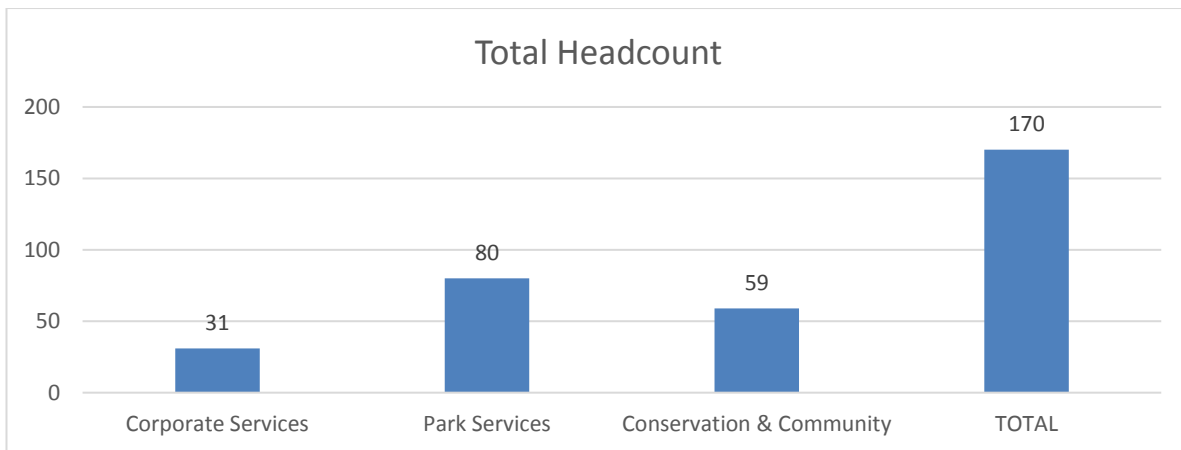
<b>Directorate</b>	<b><u>A</u> Established Posts FTE</b>	<b><u>B</u> Temporary Posts FTE</b>	<b><u>C</u> Vacancies FTE</b>	<b><u>D</u> Total Headcount (includes job shares &amp; part-time working)</b>
<b>Corporate Services</b>	25.72	1.0	1.0	31
<b>Park Services</b>	49.69	7.95	3.0	80
<b>Conservation &amp; Community</b>	37.92	13.81	1.0	59
<b>TOTAL</b>	<b>113.33</b>	<b>22.76</b>	<b>5.0</b>	<b>170</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 and a number of fixed term roles that are either externally funded or temporary due to budget restrictions.



## Leavers

7. Seven Officers left the Authority between 1 July and 30 September 2023:

Job Title	Leaving Date	Will the role be replaced?	Comments/update
Assistant FiPL Officer	21/07/23	No	Additional FiPL Officer appointed
Coast to Coast Path Project Manager	13/08/23	Yes	New starter joined on 13 November
Maintenance Officer	29/08/23	No	Work to be incorporated into a new Access and Workshop Ranger role
Planning Admin Assistant	05/09/23	No	Maternity cover, substantive role holder returned to work
Seasonal Access Ranger	06/09/23	No	Seasonal role
Youth Engagement Officer	07/09/23	No	Temporary role and work now ceased

Education and Engagement Manager	30/09/23	Yes	Current member of staff started role on 2 October 2023
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### Vacancies, New Employees and Contract Changes

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

NEW OR REPLACEMENT	JOB TITLE	CLOSING DATE	COMMENTS
New	Area Ranger (Three Peaks)	3 July 2023	New starter started on 6 September 2023
New	Land Management Projects Manager	12 July 2023	New starter started on 2 October 2023
New	Ranger Service and Contracts Support Officer	16 July 2023	Internal appointment started on 2 October 2023
Replacement	Finance Support Officer	13 August 2023	New starter started on 18 September 2023
Replacement	Area Ranger (West)	15 August 2023	Internal appointment started on 11 September
Replacement	Education, Engagement and Wellbeing Manager	16 August 2023	Internal appointment started on 2 October 2023
Replacement	Farm Conservation Adviser	21 August 2023	Internal appointment started on 21 September 2023
Replacement	Coast to Coast Path Project Manager	10 September 2023	New starter started on 13 November 2023

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 2023.

DATE	JOB TITLE	NAME	PREVIOUS POSITION
01/07/23	Trees and Woodlands Officer	Meghann Mezzanotte	Conservation Support Officer (Trees & Woodland)
24/07/23	Access Ranger (North)	Elizabeth Harrington	N/A
01/08/23	Farming in Protected Landscapes Officer	Eva Irving	Assistant Farming in Protected Landscapes Officer
01/09/23	Farming in Protected Landscapes Officer	Calum Stott	Area Ranger (West)
06/09/23	Area Ranger (Three Peaks)	David Pickup	N/A
11/09/23	Area Ranger (West)	William Locke	Seasonal Access Ranger
11/09/23	Access and Workshop Ranger	Adam Waters	N/A
18/09/23	Finance Support Officer	Melanie Edwards	N/A
21/09/23	Farm Conservation Adviser	Vanessa Jackson	Conservation Support Officer (Farming)

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

**15 November 2023**