

## Employee Resourcing

### Director Vacancies

Following formal panel interviews and psychometric testing, Michael Guthrie was appointed to the post of Director of Policy and Standards with effect from 16<sup>th</sup> July 2009.

### Policy

A new two-year fixed term post of Senior Policy Officer is currently being advertised. Funded from a grant received from the Department of Health, the purpose of this post is to manage a project exploring the revalidation of registrants. Interviews will take place on 4<sup>th</sup> August.

### Education

The vacancy of Education Officer is currently being advertised to find a replacement for Anne Shomefun who left the HPC in June. Interviews are due to take place on 12<sup>th</sup> August.

### Projects

Following the resignation of Lola Teidi, interviews were held for the post of Project Manager on 2<sup>nd</sup>, 3<sup>rd</sup> and 8<sup>th</sup> July. Ivan Madeira was appointed and will start work on 27<sup>th</sup> July.

Recruitment is currently in progress for a further two-year fixed term post of Project Manager. This new role is funded by the Department of Health grant and will focus on revalidation.

### Registrations

Interviews for Registration Adviser vacancies arising from internal promotions and turnover were held on 22<sup>nd</sup> June and 3<sup>rd</sup> July. Kelly Folar, Sarah Halsey and Jenni Thomson commenced employment on 6<sup>th</sup> and 13<sup>th</sup> July.

### Communications

Following re-advertisement, interviews for the new post of Communications Officer were held on 22<sup>nd</sup> June and 3<sup>rd</sup> July 2009. Unfortunately no appointment was made, and the post is now being filled on a fixed-term basis by Amy Morgan.

### Other HR Activities

#### Equality and Diversity

There has been a concerted effort in the HR and Partners departments to update Equality and Diversity data this month in preparation for the annual paper to Finance and Resources Committee.

Equality and Diversity training for 11 managers and 13 new employees took place in June. Feedback received from the employee training session in particular was extremely positive. A further session for new employees will take place on 3<sup>rd</sup> August.

### **Employee Consultation Arrangements**

Last year the Finance and Resources Committee approved the setting up of an agreement and Employee Consultation Group under the Information and Consultation of Employees (ICE) Regulations. Following approval of the draft agreement by EMT, the Employee Consultation Group was launched by the HR Director at the All-employee meeting on 8<sup>th</sup> July. Nominations for six employee representatives have now been invited. The next stages will be to run elections if necessary, train representatives and finalise the Group agreement with them.

### **HR Statistical Information - Comparative Data**

In order to facilitate comparison with national data, the following additions have been made to the HR monthly statistical information provided to the Committee:

Sickness absence: the average number of days absence per employee per year is now being recorded in addition to the percentage of working time lost

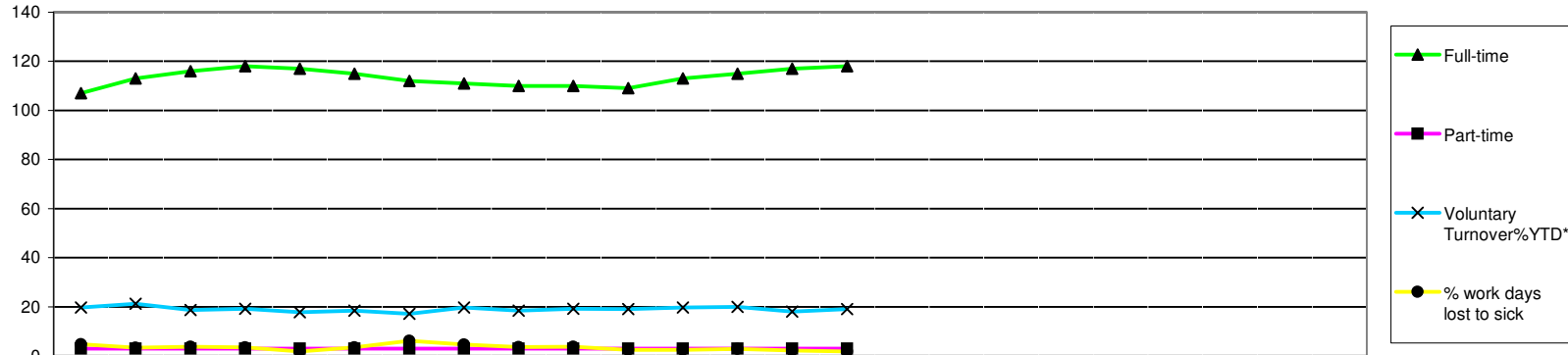
Employee Turnover: both overall employee turnover and voluntary turnover is now being recorded. Voluntary turnover excludes dismissals, expiries of fixed term contracts, and retirements and is therefore a more meaningful measure than overall turnover.

The Committee may be interested to note comparative data for employee sickness absence and turnover levels. The national average across all UK economic sectors for 2008 was **8.1 days\*** per employee. HPC rates are similar to this national average (**7.7 days** per employee for 2008/09).

The average voluntary turnover rate across all sectors in 2008 was **13.5%**, and the overall turnover rate was **20.9%\***. The HPC did not collect accurate voluntary turnover rates prior to 2009/10, but the overall turnover rate of around 19% is slightly lower than the national average. HR will monitor reasons for leaving and take action to predict and combat any trends. Data from exit interviews will be brought to a future meeting of Finance and Resources Committee, and an employee survey will be conducted in 2010.

Both national and HPC turnover rates are likely to be lower over the next 12 months due to current labour market conditions.

\* Source: IRS Employment Review, Issue 920, 4/5/2009



	2008			2009									2010									2005/6	2006/7	2007/8	2008/9	09/10			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	YTD
<b>EMPLOYEES</b>																													
Budgeted Employees	124	124	124	124	124	124	124	124	124	124	124	124	132	132	132	132	132	132	132	132	132	132	132	132				124	132
<b>Total Employees</b>	<b>110</b>	<b>116</b>	<b>119</b>	<b>121</b>	<b>120</b>	<b>118</b>	<b>115</b>	<b>114</b>	<b>113</b>	<b>113</b>	<b>112</b>	<b>116</b>	<b>118</b>	<b>120</b>	<b>121</b>										<b>78</b>	<b>79</b>	<b>107</b>	<b>116</b>	<b>121</b>
Full-time	107	113	116	118	117	115	112	111	110	110	109	113	115	117	118										73	75	104	113	117
Part-time	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3									5	4	3	3	3	
FTE	109	115	118	120	119	117	114	113	112	112	111	112	117	119	120									76	77	106	115	120	
<b>Permanent</b>	<b>106</b>	<b>110</b>	<b>113</b>	<b>116</b>	<b>116</b>	<b>114</b>	<b>111</b>	<b>111</b>	<b>110</b>	<b>110</b>	<b>109</b>	<b>113</b>	<b>115</b>	<b>116</b>	<b>117</b>									<b>74</b>	<b>78</b>	<b>101</b>	<b>113</b>	<b>117</b>	
Starters (Permanent)	6	7	4	3	0	0	1	0	4	1	5	5	4	5	1									6	46	42	36	10	
Leavers (Permanent)	3	3	1	1	2	2	1	6	0	1	1	1	1	1	2									3	20	17	22	4	
Voluntary Turnover%YTD*	20	21	19	19	18	18	17	20	18	19	19	20	20	18	19									*	30	26	19	19	
Overall Turnover% YTD*	19	20	18	20	18	19	18	21	21	21	21	22	20	18	19													20	19
<b>Fixed-Term Contracts</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>									<b>4</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>4</b>	
Starters (Fixed-Term)	0	3	2	0	0	0	0	0	0	0	1	1	0	0	0											1	13	7	0
Leavers (Fixed-Term)	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0										1	8	3	0	
Agency Days	199	253	69	27	44	58	59	66	75	75	112	112	77	33	34									95	2590	2742	1149	144	
% work days lost to sick	4.7	3.4	3.8	3.4	1.7	3.5	6.1	4.6	3.6	3.7	2.4	2.5	2.8	2.2	1.7									*	3.6	3.0	3.6	2.2	
Average sick days YTD	8.5	8.3	8.1	7.7	7.1	7.2	7.5	7.5	7.8	7.7	7.3	7.3	7.1	6.9	6.7													7.7	6.9
<b>Sick days</b>	<b>88</b>	<b>67</b>	<b>76</b>	<b>71</b>	<b>36</b>	<b>70</b>	<b>119</b>	<b>88</b>	<b>68</b>	<b>71</b>	<b>46</b>	<b>48</b>	<b>65</b>	<b>50</b>	<b>46</b>									<b>846</b>	<b>795</b>	<b>777</b>	<b>848</b>	<b>161</b>	
<b>O.H. Refs</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>									<b>0</b>	<b>18</b>	<b>19</b>	<b>27</b>	<b>1</b>	

\* **Voluntary Turnover:** This figure records voluntary resignations only and excludes leavers due to expiries of fixed term contracts, redundancies, dismissals, & compulsory retirements. Prior to April 2009 only expiries of fixed term contracts were excluded

\* **Overall Turnover:** this figure records turnover for all leavers, collected from April 2008 onwards

**FTE:** Full-time equivalent    **O.H.Refs:** Occupational health referrals