

Employee Resourcing

Human Resources

Following first and second interviews in October, Rachel Watson has been appointed to the vacant post of Human Resources Manager and will join the HPC on 17th November.

Policy

The new two-year fixed term post of Policy Manager has been filled by Megan Scott following interviews in September. Megan's promotion to Policy Manager leaves a Policy Officer vacancy of that will be advertised before the end of the year.

Education

Following interviews on 24th September Natalie Fraser, currently a Registration Adviser, has been appointed to the vacant post of Education Administrator with effect from 11th November 2010.

The new post of Team PA and Administrator was offered to Liz Craig after interviews in late October. Liz starts at the HPC in early December.

Fitness to Practice

We have just advertised three Case Manager vacancies with interviews scheduled for 23rd and 25th November. Two of these posts are new, and the third is to replace Victoria Adams who has resigned.

Interviews were held on 9th October for two new Hearings Officer posts. Akua Dwomoh-Bonsu and Etmonia Iwugo were appointed and will take up their posts in November.

Registration

Recruitment is currently in progress for a Registration Adviser vacancy arising from Natalie Fraser's move to the Education Department.

The last round of Registration Adviser interviews in September resulted in the appointments of Jamie Hunt and Robert Bransbury (fixed term).

Other HR Activities

Training

Organisation of training on running effective Annual Performance Development Reviews for new line managers and managers requiring refresher training is in progress.

Exit Interview Data

Following analysis of the exit interview data in June, a report has been written up and presented to EMT and to the Finance and Resources Committee.

Employee Consultation Arrangements

The first meeting of the Employee Consultation Group took place on 12th October, and further meetings have been scheduled at 3 monthly intervals throughout 2010.

Review of Pay Process

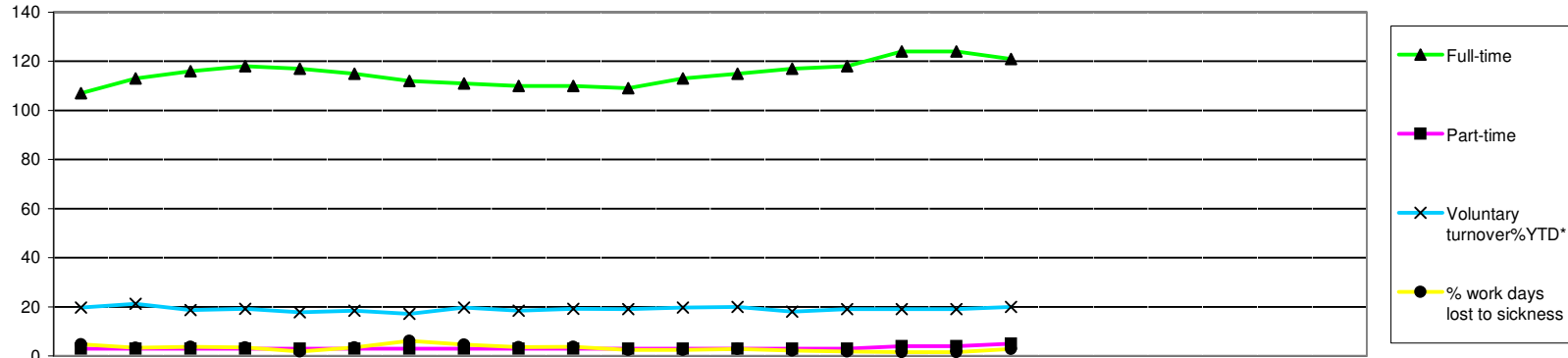
The existing pay process and policy has been in place since the formation of the HPC and needs to be reviewed. We must ensure that pay processes and policies are appropriate for an organisation of the HPC's size and type, fair, as transparent as possible and also compliant with relevant laws.

To help carry out the review and to provide an independent and external perspective, we have engaged the services of **QCG**, a specialist remuneration consultancy. The aims of the review are to:

- ensure consistency between existing employees and new recruits;
- check pay levels to ensure that they are market competitive;
- identify areas of risk, including compliance with employment law;
- assess and improve the transparency of the process
- simplify processes that may be unnecessarily complex;
- ensure costs are controlled on an ongoing basis
- consider elements of reward best practice that engage, motivate and retain good people.

The review focuses on process and policy, and we have stressed to employees that it is unlikely to have a significant impact on individual's rates of pay.

QCG will report back to EMT in December. A paper will be submitted to Finance and Resources Committee in February 2010, in advance of the next Remuneration Committee in March 2010.



	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
EMPLOYEES																													
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					124	132
Total employees	110	116	119	121	120	118	115	114	113	113	112	116	118	120	121	128	128	126							78	79	107	116	126
Full-time	107	113	116	118	117	115	112	111	110	110	109	113	115	117	118	124	124	121							73	75	104	113	124
Part-time	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	5						5	4	3	3	5	
FTE	109	115	118	120	119	117	114	113	112	112	111	112	117	119	120	126	126	124						76	77	106	115	124	
Permanent	106	110	113	116	116	114	111	111	110	110	109	113	115	116	117	122	123	123						74	78	101	113	123	
Starters (permanent)	6	7	4	3	0	0	1	0	4	1	5	5	4	5	1	5	2	1						6	46	42	36	18	
Leavers (permanent)	3	3	1	1	2	2	1	6	0	1	1	1	1	1	2	0	3	2						3	20	17	22	9	
Voluntary turnover%YTD*	20	21	19	19	18	18	17	20	18	19	19	20	20	18	19	19	19	20						*	30	26	19	19	
Overall turnover% YTD*	19	20	18	20	18	19	18	21	21	21	21	22	20	18	19	19	19	20									20	19	
Fixed-Term Contracts	4	6	8	5	4	4	4	4	3	3	3	4	4	4	4	6	5	3						4	1	5	4	3	
Starters (fixed-term)	0	3	2	0	0	0	0	0	0	0	1	1	0	0	0	3	1	1								1	13	7	5
Leavers (fixed-term)	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	1	0	1							1	8	3	2	
Agency days	199	253	69	27	44	58	59	66	75	75	112	112	77	33	34	30	55	118						95	2590	2742	1149	347	
% work days lost to sickness	5	3	4	3	2	3	6	5	4	4	2	2	3	2	2	1	2	3						*	4	3	4	2	
Average sick-days YTD	9	8	8	8	7	7	7	8	8	8	7	7	7	7	7	6	6	6									8	7	
Sick-days	88	67	76	71	36	70	119	88	68	71	46	48	65	50	46	44	40	79						846	795	777	847	324	
O.H. Refs	2	1	2	1	4	3	2	3	1	3	4	1	1	0	0	1	1	1						0	18	19	27	4	

* **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