

## Employee Resourcing

Following advertising and interviews in September for a new Customer Services Manager post in the Registrations Department, Marianne Lawrence was appointed to the role and commenced on 15 October. Marianne brings a great deal of similar experience to the role and this will lessen the impact of Mark Potter's current part-time secondment to the Communications Department.

Following advertising in September for a new Human Resources Team Administrator to replace Charlotte Urwin who has moved into the Policy Department, Sam Ha was appointed to the role. She commenced on 24 September. In the same round of interviews, a suitable candidate was found for the twelve month contract vacancy for Partner Administrator. Kanwaldip Thandi was offered the post and commenced on 22 October.

After Sophie Butcher, Secretary to Committees resigned, this post was advertised in the Guardian newspaper. After a successful day of interviewing Steven Rayner, who has experience in a similar post, was appointed to the role and commenced on 19 November.

An acting-up opportunity was advertised to cover the post of Director of Communications while Jacqueline Ladds takes a six month period of maternity leave. Rachel Tripp applied for the post and was successful. This will be very much a care and maintenance role, with the work plan and tasks to be undertaken already put in place by Jacqueline and has proven a cost

effective way to cover the post whilst maintaining stability for the employees concerned.

There has been a transfer internally with the Director of IT, Roy Dunn, taking on a different role titled Head of Business Process Improvement. This role will encompass the vacant Quality Manager role, the responsibilities of Disaster Recovery planning and general process improvement. This post will report to the Director of Operations. Roy will continue to manage the IT Department until a new Director is appointed.

Following advertising for Registration Advisor vacancies in the Registrations Department, two have been filled with starting dates in November.

Two Education Officer posts have been advertised in October and interviews will be held in November.

Following the Fitness to Practise Department's re-organisation, an advertisement was placed in the Guardian Newspaper for three Lead Case Managers and a Hearings Manager. Interviews will be held throughout November with the aim of filling these posts by Christmas.

A newly created post this year of Procurement Officer was advertised in the Evening Standard Newspaper in October. This post reports to the Director of Finance and will help all managers with their supplier management. Interviews will be held towards the end of December.

We currently have five pregnant employees in total at the HPC. Arrangements are being made to fill these posts on temporary contracts across the business, for periods ranging from six months to twelve months.

### **Employee Handbook**

Over the past six weeks, following re-drafting and updating of the Employee Handbook, the Human Resources Department have consulted with all employees about all proposed changes. Feedback has also been obtained from the internal Equality and Diversity Working Group. Employee feedback has now been incorporated into the Handbook where appropriate and it will be presented to the Finance and Resources Committee for approval. Following any changes made by the Committee the Handbook will be rolled out with all changes to employees at the next "all employee" meeting in January.

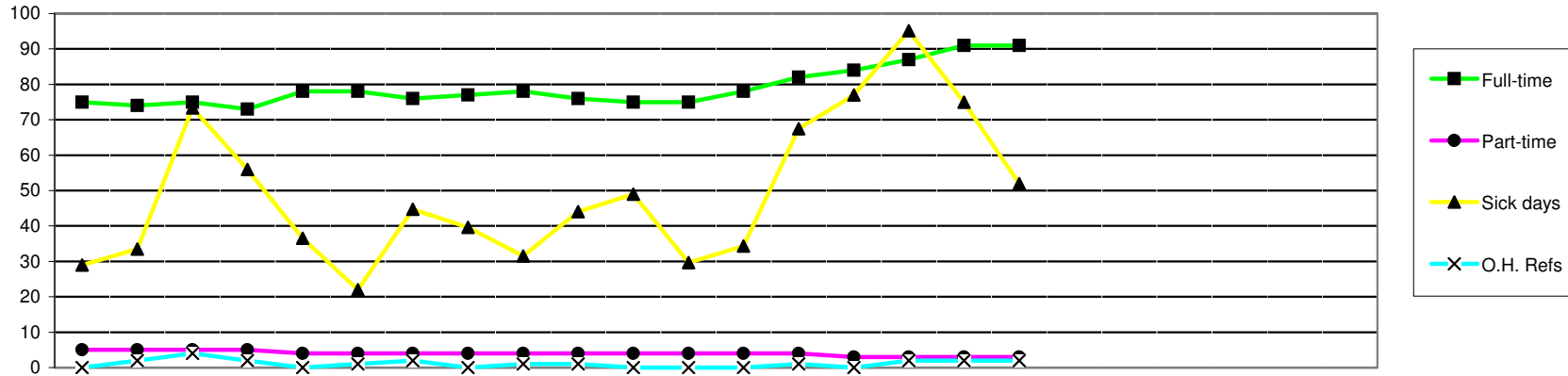
### **Job Description Review**

As part of the annual job description and pay review process, all job descriptions across the HPC are currently being reviewed and updated where appropriate, and will then be sent to Income Data Services in time for the salary review of March 2008.

### **Professional Personnel**

The Human Resources Manager and Director of Human Resources have been spending a significant amount of time preparing the Human Resources Information System (Professional Personnel) for roll out to employees so that they

can apply for leave electronically and have easier access to all human resources information including the Employee Handbook.



	2006			2007									2008			2004/5	2005/6	2006/7	2007/8									
	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	YTD
<b>EMPLOYEES</b>																												
Full-time	75	74	75	73	78	78	76	77	78	76	75	75	78	82	84	87	91	91							65	73	75	91
Part-time	5	5	5	5	4	4	4	4	4	4	4	4	4	4	3	3	3	3							4	5	4	3
<b>TOTAL</b>	80	79	80	78	82	82	80	81	82	80	79	79	82	86	87	90	94	94							69	78	79	94
FTE	78	78	78	76	80	80	78	79	80	78	77	77	80	84	85	89	93	93							67	76	77	93
Permanent	76	77	78	76	81	80	77	77	80	78	76	78	79	81	87	79	90	90							62	74	78	90
Temporary	4	3	2	2	1	2	4	4	2	2	3	1	3	3	0	1	4	4							5	4	1	4
Starters	6	2	3	1	5	5	2	1	2	0	2	3	6	4	2	6	7	3							1	6	32	28
Leavers	3	2	3	1	5	4	0	0	1	3	3	2	2	1	5	1	3	1							0	3	27	13
Turnover (%)	4	3	4	1	6	5	0	0	1.2	3.7	3.7	0	2	1	6	1	3	1.06							0	1	31	15
Agency Days	100	234	166	270	213	219	150	95	100	147	143	32	129	169	304	282	353	0							11	95	1,869	1,237
Sick days	29	34	73	56	37	22	44.7	39.6	31.5	44	49	29.7	34	67	77	95	75	52							570	846	489	401
O.H. Refs	0	2	4	2	0	1	2	0	1	1	0	0	0	1	0	2	2	2							0	0	13	7
<b>CONTRACTORS</b>																												
Full-time	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2							2	2	2	2
Part-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0	0	0
<b>TOTAL</b>	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2							2	2	2	2
FTE	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2							2	2	2	2
Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0	0	0
Temporary	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2							2	2	2	2
Starters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0	0	0
Leavers	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1							0	0	1	6
Turnover (%)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0	0	0
Sick days	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0	0	0
O.H. Refs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0	0	0
<b>TOTAL C &amp; E</b>	82	82	83	81	85	85	83	84	85	83	82	81	84	88	89	92	96	96							71	80	81	96

FTE: Full-time equivalent      NOTE: Contractors are NOT included in the total number of employees  
 O.H.Refs: Occupational health referrals      NOTE: Temporary employees are included in the total number of employees from November 2005 onwards  
 For "FYE" and "YTD" sick-days total is for whole year or year to date