

Employee Resourcing

The vacancy for a Finance Officer was advertised in August and interviews were held in September with an internal candidate, Daniel Dawit, appointed to the role. His role as Transaction Officer has now been advertised and interviews will be held in November.

The interview process has commenced for the Education Officer vacancy in the Education Department and interviews will be held during November. Due to an unprecedented high volume response for this post with excellent candidates, two days of interviews will be conducted.

Applications for the Director of Human Resources were of a poor quality in the first round of advertising. The position has therefore been sourced through agencies which provided a far better response. Candidates will be interviewed on 5 November by Robert Clegg, Anna van der Gaag, Marc Seale and Larissa Foster.

The Secretary to Council vacancy was advertised in October in the Sunday Times newspaper. This received a good response and interviews will be conducted on 14 November 2008 with the interview panel consisting of Eileen Thornton, Kelly Webster (Human Resources Manager), Marc Seale and Anna van der Gaag.

Due to the increasing workload in the Policy and Standards Department and the fact that there is a vacant post with Rachel Tripp on maternity leave that was not filled, a 12 month contract

Policy Manager is currently being recruited. The post will report to Michael Guthrie and Rachel Tripp is coming in for the interviews.

Sarah Giles, Team Administrator in the Communications Department has resigned to return to her home country. This post was advertised on 27 October and interviews will be held in November.

Neil Cohen commenced in October as a Customer Services Manager. Marianne Lawrence, Customer Services Manager in the Registrations Department has resigned. This post will be advertised on 10 November 2008.

Four Registration Advisors posts were advertised and filled in October. These were for vacancies that arose due to a variety of reasons (for example backfilling posts where Registrations Advisors have been seconded internally). Four new Registration Advisors will start at the end of November.

Kathryn Neuschafer, Partner Manager, is taking six months of maternity leave from 21 November. Following advertising of an internal secondment opportunity, Deborah Dawkins (Registrations Advisor) was appointed to the post for six months. Deborah has been heavily involved in Registration Assessor training, CPD Assessor training, and other partner work in the past, and many of the partners already know her which will ensure a good level of customer service in Kathryn's absence.

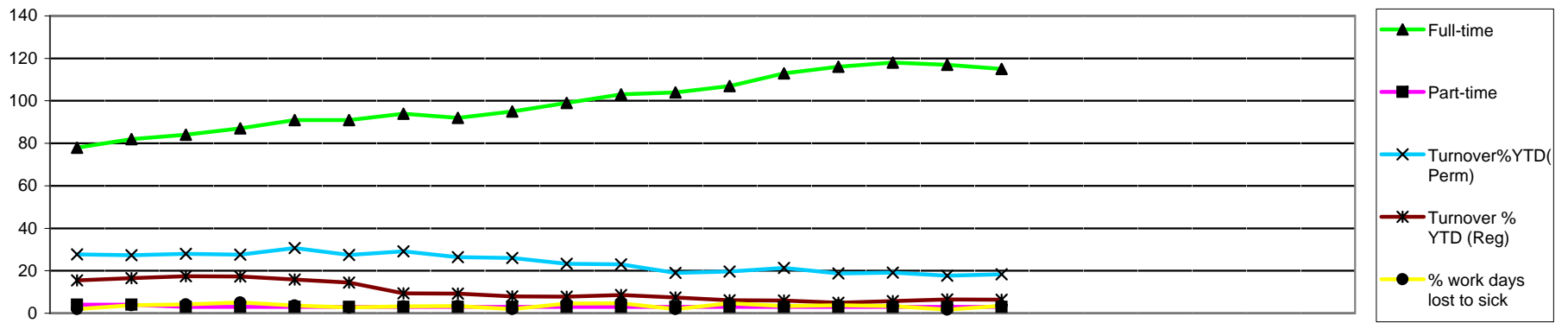
Changes to Reporting Structure

Abigail Creighton, Head of Education, has had a change in job title and reporting structure. Her title is now Director of Education, and she is now member of the Executive Management Team, reporting to Marc Seale (the post formerly fell under the Operations Directorate, reporting to Greg Ross-Sampson). This was effective on 6 October 2008.

Steve Hall, Facilities Manager, and his team also had a change in reporting structure on the above date. He now reports to Greg Ross-Sampson, Director of Operations (he formerly reported to Simon Leicester, Director of Finance).

Training

Kelly Webster, Human Resources Manager, conducted three internal training sessions on the management on probationary employees during the week commencing 27 October 2008. All managers attended and the training sessions were rated highly by attendees.



	2007												2008												2009												2005/6	2006/7	2007/8	2008/9																																																																		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	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																																																																		
EMPLOYEES																																																																																																										
Total Employees	82	86	87	90	94	94	97	95	98	102	106	107	110	116	119	121	120	118	110	116	119	121	120	118	110	116	119	121	120	118	78	79	107	118																																																																								
Full-time	78	82	84	87	91	91	94	92	95	99	103	104	107	113	116	118	117	115	107	113	116	118	117	115	107	113	116	118	117	115	73	75	104	115																																																																								
Part-time	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	5	4	3	3																																																																								
FTE	80	84	85	89	93	93	95.5	93.5	96.5	100.5	101.5	106	109	115	118	120	119	116.5	109	115	118	120	119	116.5	109	115	118	120	119	116.5	76	77	105.5	117																																																																								
Permanent	79	81	87	79	90	90	93	90	90	96	96	101	106	110	113	116	116	114	106	110	113	116	116	114	106	110	113	116	116	114	74	78	101	114																																																																								
Starters (Permanent)	5	4	2	5	3	3	4	0	3	4	7	2	6	7	4	3	0	0	6	7	4	3	0	0	6	7	4	3	0	0	6	46	42	0																																																																								
Leavers (Permanent)	2	1	3	0	3	1	2	3	1	0	1	0	3	3	1	1	2	2	3	3	1	1	2	2	3	20	17	12																																																																														
Turnover%YTD(Perm)	27.71	27.27	27.97	27.57	30.7	27.41	29.18	26.37	26.09	23.32	22.97	19.03	19.65	21.28	18.72	19.14	17.75	18.37	19.65	21.28	18.72	19.14	17.75	18.37	*	30	26	19																																																																														
Fixed-Term Contracts	3	3	0	1	4	4	4	5	8	8	7	5	4	6	8	5	4	4	4	6	8	5	4	4	4	1	5	4																																																																														
Starters (Fixed-Term)	1	0	0	1	4	0	0	1	3	1	0	2	0	3	2	0	0	0	0	3	2	0	0	0	0	1	2	0																																																																														
Leavers (Fixed-Term)	0	0	2	1	0	0	0	0	0	0	1	4	1	0	0	1	0	0	1	0	0	1	0	0	1	1	4	0																																																																														
Turnover % YTD (Reg)	15.43	16.49	17.5	17.28	15.82	14.4	9.43	9.257	7.925	7.756	8.65	7.38	6.175	6.02	4.886	5.719	6.537	6.417	6.175	6.02	4.886	5.719	6.537	6.417	*	13	6	24																																																																														
Agency Days	129	169	304	282	353	253	200	251	174	189	192	246	199	253	69	27	44	0	199	253	69	27	44	0	95	2,590	2,742	592																																																																														
% work days lost to sick	2	4	4	5	4	3	3	3	2	5	5	2	5	3	4	3	2	3	5	3	4	3	2	3	*	4	3	3																																																																														
O.H. Refs	0	1	0	2	2	2	1	3	2	4	1	1	2	1	2	1	4	3	2	1	2	1	4	3	0	18	19	3																																																																														
CONTRACTORS																																																																																																										
TOTAL	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	1	1	2	2	2	2	1	1	2	2	2	2	1	1	2	2	2	1																																																																		
Full-time	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	1	1	2	2	2	2	1	1	2	2	2	1																																																																								
Part-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																																																																								
FTE	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	1	1	2	2	2	2	1	1	2	2	2	1																																																																								
Starters	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																																																																								
TOTAL C & E	84	88	89	92	96	96	99	97	100	104	108	109	112	118	121	123	121	119	112	118	121	123	121	119	80	81	109	119																																																																														

FTE: Full-time equivalent O.H.Refs: Occupational health referrals NOTE: Contractors are NOT included in the total number of employees
 For "FYE" and "YTD" sick-days total is for whole year or year to date
 Fixed-Term Contract employees are not included in the overall turnover figure so it accurately reflects the number of permanent employees leaving
 * Changes to report data requested from April 2006 onwards