

## Employee Resourcing

### Education

Abigail Gorringe, Director of Education, starts maternity leave from 12 February 2010.

In Abi's absence the current Education Managers Osama Ammar and Tracey Samuel-Smith will act up to manage and lead the Department. Os will have more of an external focus (including EMT responsibilities), whilst Tracey will have more of an internal focus.

To support Tracey and Os, there are two further acting up opportunities for Education Manager positions. These have been offered to two of the current Education Officers, Brendon Edmonds and Paula Lescott.

Following the resignation of Neil Strevett, interviews were held for the vacant post of Education Officer on 5<sup>th</sup> January. Lewis Roberts has been appointed and starts at the HPC on 1<sup>st</sup> February.

### Human Resources

Sam Ha, HR Co-ordinator, will be going on maternity leave for 12 months from late February. Marche Wilson, currently the Partner Administrator, will move to the HR department on secondment to cover Sam's absence.

Interviews for the fixed term post of Partner Administrator to cover Marche's secondment were held on 28<sup>th</sup> January.

### Policy

The vacancy of Policy Officer, created by Megan Scott's promotion to Policy Manager in October 2009, was filled by Alison Dittmer on 11<sup>th</sup> January following interviews on 11<sup>th</sup> December.

### Fitness to Practice

Four vacancies for Case Managers were filled following interviews in late November. Two of these posts were new, and two were replacements for employees who resigned. Gareth Llewellyn, Sonia Okoruwa, and Bahar Ala-Eddini joined the HPC in January. Rachel Bull was promoted from the post of Scheduling Officer.

Interviews were held on 15<sup>th</sup> December for the post of FTP Team Administrator to replace Jameel Anwar who has been promoted to the post of Administration Manager. Cirene Chagas was appointed and will take up her post on 28 January 2010.

Recruitment is currently in progress for two Lead Case Manager vacancies (one new post and one resulting from a resignation) and a Scheduling Officer to replace Rachel Bull.

### Registration

Interviews were held in late November for a Registration Adviser vacancy arising from Natalie Fraser's move to the Education Department. Kayleigh Birtwistle was appointed and started at the HPC in December.

## Projects

Recruitment is in progress for the post of Project Manager following the resignation of Ivan Madeira last year.

## Other HR Activities

### Training

Training on running effective Annual Performance Development Reviews for new line managers and managers requiring refresher training was held on 27<sup>th</sup> January.

### New Starters Database

Work with the IT department to introduce and roll out an electronic system to replace paper based forms for new employees and temporary agency workers is nearing completion.

### Employee Consultation Group

The Employee Consultation Group had its second meeting on 7<sup>th</sup> December. Its next meeting is on 8th March with further meetings scheduled at 3 monthly intervals throughout 2010.

### Review of Pay Process

As reported to the committee in November, we have been carrying out a review of the pay process and policy with the help of QCG, a specialist remuneration and HR consultancy.

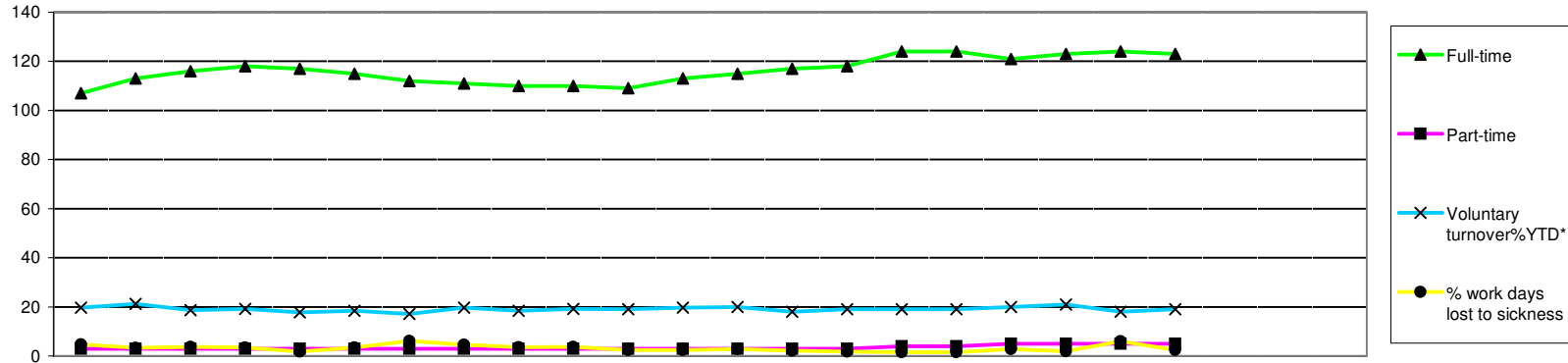
So far the review has identified some issues with the existing pay system, particularly around complexity and transparency. We need to make the system simpler, easier to understand,

and more open so that employees and managers can understand how individuals' salaries fit in to the HPC's pay rates for particular jobs.

The EMT feel that changes to the pay system are needed. However, pay is a complex area, and changes cannot be rushed. Therefore, the April 2010 pay review will run as normal, other than the following minor changes:

- Management of the pay ranges is being simplified. This change will improve the efficiency of the process for HR, Finance and line managers but will have no impact on individual salaries.
- For exceptional pay measures, line managers will be required to submit a full written case.

More fundamental changes will be planned and developed over 2010 for implementation from April 2011. The EMT will be discussing the pay system further, and will get input and request approval for further work from the Remuneration Committee on 4<sup>th</sup> March.



	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>128</b>	<b>128</b>	<b>126</b>	<b>128</b>	<b>129</b>	<b>128</b>				<b>78</b>	<b>79</b>	<b>107</b>	<b>116</b>	<b>128</b>	
Full-time	107	113	116	118	117	115	112	111	110	110	109	113	115	117	118	124	124	121	123	124	123				73	75	104	113	123	
Part-time	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	5	5	5	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	126	127	126				76	77	106	115	126	
<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>122</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>126</b>	<b>125</b>				<b>74</b>	<b>78</b>	<b>101</b>	<b>113</b>	<b>125</b>	
Starters (permanent)	6	7	4	3	0	0	1	0	4	1	5	5	4	5	1	5	2	1	3	3	2				6	46	42	36	26	
Leavers (permanent)	3	3	1	1	2	2	1	6	0	1	1	1	1	1	2	0	3	2	3	2	2				3	20	17	22	16	
Voluntary turnover%YTD*	20	21	19	19	18	18	17	20	18	19	19	20	20	18	19	19	19	20	21	18	19				*	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	21	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>6</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>3</b>				<b>4</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>3</b>	
Starters (fixed-term)	0	3	2	0	0	0	0	0	0	0	1	1	0	0	0	3	1	1	1	0	0									
Leavers (fixed-term)	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	1	0	1	0	1	0									
Agency days	199	253	69	27	44	58	59	66	75	75	112	112	77	33	34	30	55	118	200	147	154				95	2590	2742	1,149	848	
% work days lost to sickness	5	3	4	3	2	3	6	5	4	4	2	2	3	2	2	1	2	3	2	6	2				*	4	3	4	3	
Average sick-days YTD	9	8	8	8	7	7	7	8	8	8	7	7	7	7	7	6	6	6	6	6	6							8	6	
<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>44</b>	<b>40</b>	<b>79</b>	<b>53</b>	<b>163</b>	<b>59</b>				<b>846</b>	<b>795</b>	<b>777</b>	<b>847</b>	<b>598</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>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>				<b>0</b>	<b>18</b>	<b>19</b>	<b>27</b>	<b>6</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