Employee Resourcing

Human Resources (Partners)

Recruitment is in progress for a fixed term (6 months) post of Partner Team Administrator to replace Hanna Crease who is leaving the HPC in August to train as an Occupational Therapist.

Fitness to Practice

Following interviews in early July Catherine Beevis has been appointed to the post of Hearings Officer. Catherine starts her new role on 26th July.

Other HR Activities

Training

HR has completed a training needs analysis based on learning requirements specified in APDRs, and has now set up a programme of training events in 2010 running from May – September. The courses cover Excel, Time Management, Presentation Skills, Assertiveness Skills, and Project Management.

Work has also begun to create a management development program with JSB Training and Development which is due to be rolled out in September. A focus group for line managers will be held on 28th July to get their input to the design on the programme.

Policy Work

The HR team is in the process of reviewing policies on paternity leave to ensure compliance with new legislation, and is also preparing guidance notes for line managers on handling probation.

Data Analysis

The HR team has gathered data and prepared reports on Employee Exit interviews and Equality and Diversity statistics.

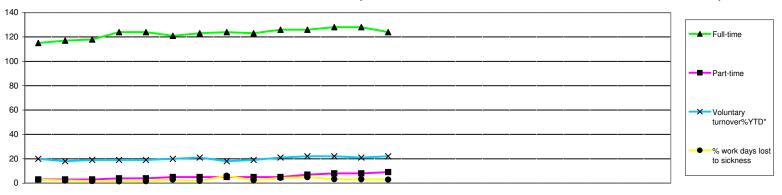
Review of Pay Policy and Process

Employee consultation on provisional pay bands and band descriptions took place during June, and resulted in requests from employees to reconsider the banding of just 3 roles. Cases for the 3 roles will be considered at a meeting of the employee internal working group on pay on 22nd July, and then by the EMT at their monthly meeting on 27th July.

A progress report on the review of pay policy and process will be submitted to the Remuneration Committee meeting on 6th September.

Human Resources Department

Health Professions Council



	2009				2010													2011						2005/6 2006/7 2007/8			09/10	10/11		
	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	FYE	YTD
EMPLOYEES																														
Budgeted employees	132	132	132	132	132	132	132	132	132	132	132	132	144	144	144	144	144	144	144	144	144	144	144	144				124	132	144
Total employees	118	120	121	128	128	126	128	129	128	131	133	136	136	133											78	79	107	116	136	133
Full-time	115	117	118	124	124	121	123	124	123	126	126	128	128	124											73	75	104	113	124	124
Part-time	3	3	3	4	4	5	5	5	5	5	7	8	8	9											5	4	3	3	5	9
FTE	117	119	120	126	126	124	126	127	126	129	131	134	134	140											76	77	106	115	127	140
Permanent	115	116	117	122	123	123	123	126	125	128	129	131	130	129											74	78	101	113	126	129
Starters (permanent)	4	5	1	5	2	1	3	3	2	5	4	2	1	0											6	46	42	36	37	1
Leavers (permanent)	1	1	2	0	3	2	3	2	2	3	2	1	0	2											3	20	17	22	22	2
Voluntary turnover%YTD*	20	18	19	19	19	20	21	18	19	21	22	22	21	22											*	30	26	19	20	22
Overall turnover% YTD*	20	18	19	19	19	20	21	18	19	21	22	22	22	23														20	20	22
Fixed-Term Contracts	4	4	4	6	5	3	4	3	3	3	3	5	6	4											4	1	5	4	3	4
Starters (fixed-term)	0	0	0	3	1	1	1	0	0	0	1	1	1	0												1	13	7	8	1
Leavers (fixed-term)	0	0	0	1	0	1	0	1	0	0	0	0	1	1												1	8	3	3	2
Agency days	77	33	34	30	55	118	200	147	154	95	187	255	21	27											95	2590	2742	1,149	1385	48
% work days lost to sickness	3	2	2	1	2	3	2	6	2	4	5	3	3	3											*	4	3	4	3	3
Average sick-days YTD	7	7	7	6	6	6	6	6	6	7	7	7	7	8														8	7	8
Sick-days	65	50	46	44	40	79	53	163	59	113	128	103	85	73											846	795	777	847	943	158
O.H. Refs	1	0	0	1	1	1	0	2	0	0	1	3	3	0											0	18	19	27	10	3

* 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