

## **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 26<sup>th</sup> 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 28<sup>th</sup> 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 22<sup>nd</sup> July, and then by the EMT at their monthly meeting on 27<sup>th</sup> July.

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

