

## Human Resources Department – Teresa Haskins

### **Employee Resourcing**

#### **Human Resources**

Georgia Akuffo-Kumih has been appointed as the fixed term HR Manager to provide maternity leave cover for Rachel Watson. She is due to start on the 14 June 2010 and will be employed for one year.

#### **Fitness to Practice**

The recruitment for two Case Support Officers, three Case Managers, an Investigations Manager, and Lead Hearings Officer has been completed. As a result there have been 4 internal promotions, and 3 external appointments.

Interviews have taken place for the Scheduling and Witness Manager position, and there are two vacant positions – Lead Case Manager and Hearing Officer – following the promotions of Zoe Maguire and Akua Dwomoh-Bonsu.

#### **Policy**

Sarah Oliver has been appointed as the new PA/Team Administrator who will work for both the Policy and Communication teams. She will start at the HPC on 5 July 2010. This post replaces the Policy Officer post vacated by Sam Mars.

#### **Communications**

Elizabeth Dowd has been appointed as the new Communications Officer (Stakeholder Communications), created as part of a recent reorganisation of the

Communications Department. She is due to start with the HPC on 28 June 2010.

### **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.

#### **Review of Pay Policy and Process**

The Remuneration Committee on 4<sup>th</sup> March noted the work done to date on reviewing the pay process and approved further work towards designing a new pay model to be implemented from April 2011. A project plan for this work has been produced, and employee and manager briefings took place in May and early June. Provisional pay bands and band descriptions have been sent to all staff, and consultation with employees is now underway. Volunteers have been asked to put themselves forward for a working group to consider comments from the employee consultation, and to make recommendations to the Executive Management Team and the Chief Executive.

