

Employee resourcing

Fitness to Practise

Following external and internal advertising campaigns in May:

- Brian James was appointed to the post of Head of Adjudication (maternity cover). Brian will cover Alison Abodarham's maternity cover for 12 months from 28 June 2011.
- Ifat Reader was appointed to the post of Case Manager

Following internal advertising campaigns:

- Jason Rowbottom, formerly Hearings Officer, was appointed to the fixed term post of Acting Lead Hearings Officer
- Kayleigh Birtwistle, formerly a Registration Adviser, was appointed to the post of Scheduling Officer
- Ewan Shears and Michael Demissie, formerly Registration Advisers, were appointed to two permanent vacancies for Case Support Officers

Recruitment is currently in progress for the fixed term post of Hearings Officer.

Partners

Hayley Graham has been appointed as Partner Manager (maternity cover) following a recruitment campaign in May. Hayley starts work on 11 July and will cover Kathryn Neuschafer's maternity leave until July 2012.

Projects

Following interviews in May, Paul Nevin has been appointed to the new fixed-term post of Project Manager.

Registration

Interviews were held for four replacement roles of Registration Adviser in May. Ashley Antonio-Mortley, Edolene Peters, Louise Devlin and Jasmine Sayeed were appointed and started work in early June.

Other HR activities

Training

The HR team has developed an organisational training plan based on analysis of training needs identified during Annual Performance Development Reviews (APDRs), discussions with key departmental managers and with reference to the HPC's overall strategic aims. Courses will run from June 2011 onwards.

GSCC Transfer work

Work on the GSCC transfer continues to be a key area of activity. Recent work has included re-aligning the HR transfer project timetable with the revised transfer date of 1 July and identification a provider of specialist actuarial advice relating to potential pensions liabilities.

Policy work

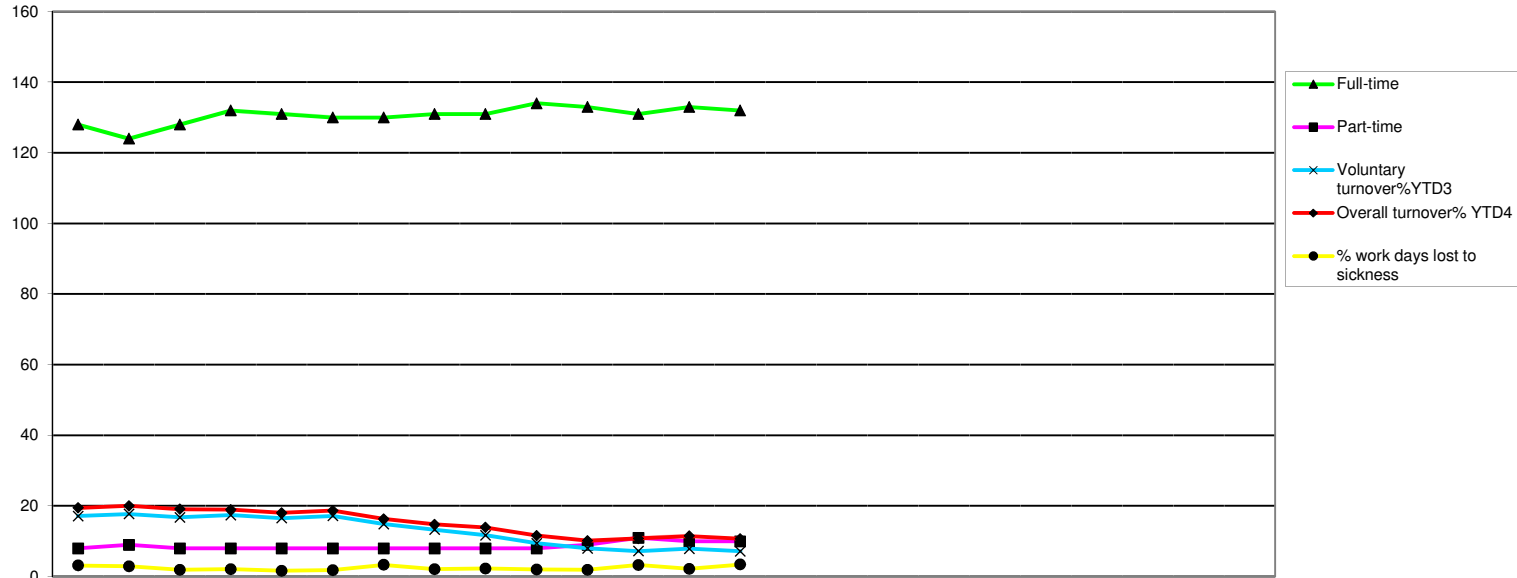
As a result of recent legislation, the HR team is in the process of reviewing the HPC's retirement policy. We are also auditing a number of HR policies to ensure that there are no necessary changes as a result of the new Bribery Act 2010.

Employee turnover

Exit Interview data has been analysed and the 2010/11 Employee Exit Interview report has been provided to the Committee in a separate paper. In 2010/11 the overall employee turnover rate for the HPC was 11%, and the voluntary turnover rate was 7%. Table 1 illustrates how these rates compare with national averages:

Table 1	CIPD 2010 Survey*	IRS 2010 Survey+	HPC 2010/11
Overall Turnover	13.5%	12%	11%
Voluntary turnover	8.4%	8.6%	7%

*CIPD Resourcing and Talent Planning Survey 2010
+2010 IRS survey of Staff Turnover Rates



	2011												2012												2005/6	2006/7	2007/8	2008/9	09/10	10/11	11/12
	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	FYE	YTD
EMPLOYEES																															
Budgeted employees	144	144	144	144	144	144	144	144	144	144	144	148	148	148	148	148	148	148	148	148	148	148	148				124	132	144		
Total employees	136	133	137	140	139	138	138	139	140	142	142	143	142											78	79	107	116	136	142	143	
Full-time	128	124	128	132	131	130	130	131	131	134	133	131	133	132										73	75	104	113	124	131	133	
Part-time	8	9	8	8	8	8	8	8	8	8	9	11	10	10										5	4	3	3	5	11	10	
FTE	134	131	134	138	138	138	138	138	138	142	141	140	142	140										76	77	106	115	127	140	142	
Permanent	130	129	132	134	131	132	130	131	132	134	133	134	139	139										74	78	101	113	126	134	139	
Fixed-Term Contracts	6	4	5	5	7	7	7	8	8	10	9	8	4	5										4	1	5	4	3	8	4	
Starters (permanent)	1	0	4	3	1	0	0	2	1	1	1	1	0	0										6	46	42	36	37	15	14	
Starters (fixed-term)	1	0	1	0	1	3	0	1	0	2	1	0	0	2											1	13	7	8	10	9	
Voluntary resignations¹	1	2	1	1	2	3	0	0	0	0	0	2	1										3	20	17	22	22	10	11		
Compulsory leavers ²	0	0	0	0	0	1	0	1	1	0	0	2	0	0										1	8	3	3	3	5	5	
Total leavers (vol. & comp.)	1	2	1	1	2	4	0	1	1	0	0	2	2	1										-	21	25	25	25	15	16	
Voluntary turnover%YTD³	17	18	17	17	17	17	15	13	12	9	8	7	8										*	30	26	19	16	7	8		
Overall turnover% YTD ⁴	19	20	19	19	18	19	16	15	14	12	10	11	11	11											-	-	20	20	11	11	
Agency days	21	27	13	3	3	10	14	79	44	27	49	70	55	36										95	2590	2742	1,149	1385	360	394	
% work days lost to sickness	3	3	2	2	2	2	3	2	2	2	2	3	2	3										*	4	3	4	3	2	2	
Average sick-days YTD	7	8	8	8	8	7	8	7	7	7	6	6	6	6										8	7	8	8	7	6	6	
Sick-days	85	73	58	63	50	54	101	64	70	62	60	103	69	106										846	795	777	847	943	843	827	
O.H. Refs	3	0	2	2	0	0	1	1	1	0	1	2	1	1										0	18	19	27	10	13	11	

¹ **Voluntary Resignations:** Includes resignations of permanent employees, or resignations of fixed term employees prior to the end of their contract
² **Compulsory Leavers:** Records leavers except for resignations. Includes expiries of fixed term contracts, redundancies, dismissals, & compulsory retirements
³ **Voluntary Turnover YTD:** Shows the year to date turnover percentage (last twelve months) for resignations only
⁴ **Overall Turnover:** Shows the year to date turnover (last twelve months) for all leavers - voluntary and compulsory
FTE Full-time equivalent