Employee resourcing

Education
Following an external recruitment campaign interviews were held in early November for the new post of Education Team Administrator and for the replacement post of Education Administrator. Sagitta Fernando and Vineeta Patel were appointed and start work in early December.

Finance
Marche Thomas, formerly a Partner Administrator, was appointed to the new fixed term post of Finance Administrator in late September.

Following the resignation of Shelagh Gillick, Chantelle Mayoss, formerly a Registration Team Leader, has been appointed to the role of Transactions Manager.

Fitness to Practise
Following external advertising campaigns in October and November,

- Fulden Boyraz and Patience Akintobi were appointed to a replacement Hearings Officer positions
- Kabir Saddiqui, formerly a Hearings Officer, was appointed to a replacement Case Manager position

IT
Recruitment is on progress for a new post of Infrastructure Support Engineer.

Registration
Following external advertising campaigns in September and October Arsha Kerai, Dushyan Ashton and Maya Wiles have been appointed to replacement Registration Adviser positions.

Recruitment is currently in progress for a Registration Team Leader to replace Chantelle Mayoss.

Other HR activities

Employee attitude survey
Employees were invited to participate in an employee attitude survey in July. The results of the survey were fed back to the Executive Management Team and to all employees in late September in the form of a survey report and discussions at team meetings.

Training and development
Training courses have run in September, October and November covering plain English, project management and coaching and mentoring in line with the HPC organisational training and development plan. Further courses are scheduled to take place later in the year.
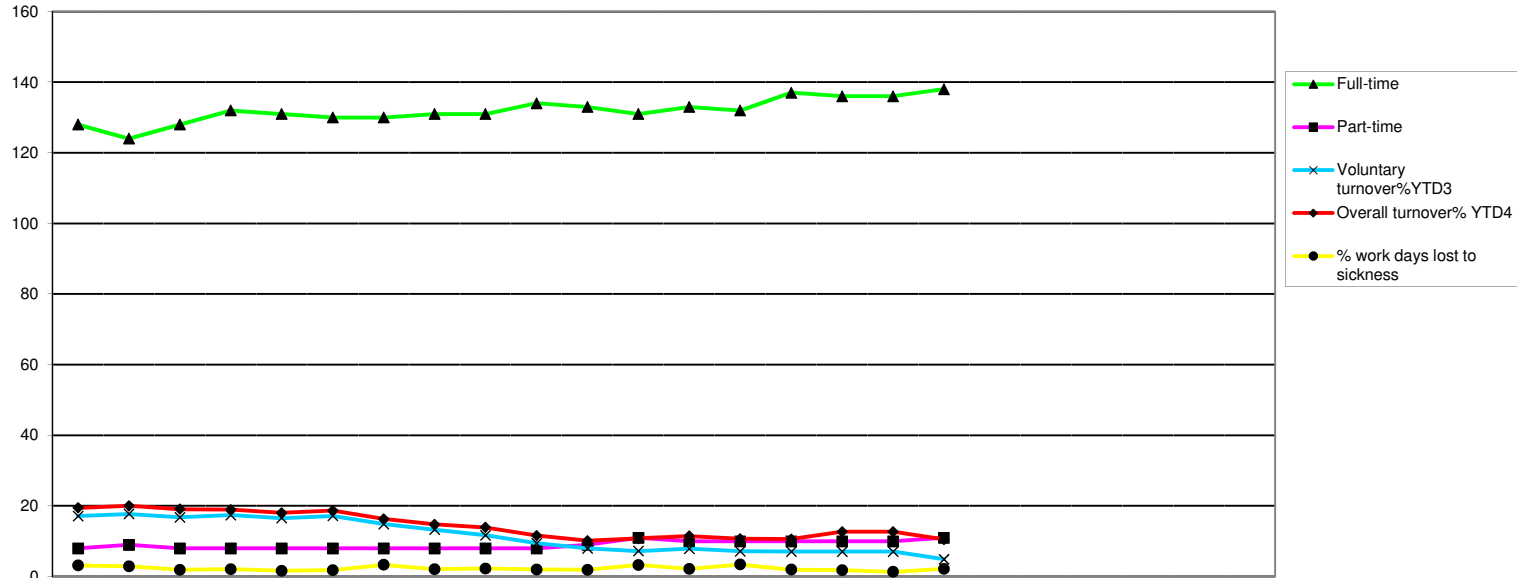
The HPC's modular Management Development programme is running for a second year from November 2011. Approximately 15 managers will participate.

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 August and preparing an updated briefing for EMT on recruitment in the run up to, and following, the transfer date.

Policy work

The HPC's policy on engaging agency workers has been updated to comply with the requirements of the Agency Workers Regulations, which came into force in October 2011.

	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	144	148	148	148	148	148	148	148	148	148	148	148	148				124	132	144	148
Total employees	**136**	**133**	**137**	**140**	**139**	**138**	**138**	**139**	**140**	**142**	**142**	**142**	**143**	**142**	**147**	**146**	**146**	**149**							78	79	107	116	136	142	146
Full-time	128	124	128	132	131	130	130	131	131	134	133	131	133	132	137	136	136	138							73	75	104	113	**124**	131	136
Part-time	8	9	8	8	8	8	8	8	8	8	9	11	10	10	10	10	10	11							5	4	3	3	**5**	**11**	10
FTE	134	131	134	138	138	138	138	138	138	142	141	140	142	140	145	144	144	145							76	77	106	115	**127**	**140**	144
Permanent	130	129	132	134	131	132	130	131	132	134	133	134	139	139	138	139	138	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	9	7	8	10							4	1	5	4	**3**	8	7
Starters (permanent)	1	0	4	3	1	0	0	2	1	1	1	1	0	0	0	0	0	0							6	46	42	36	37	15	7
Starters (fixed-term)	1	0	1	0	1	3	0	1	0	2	1	0	0	2	7	2	2	4								1	13	7	8	10	19
Voluntary resignations[1]	**1**	**2**	**1**	**1**	**2**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**1**	**1**	**1**	**2**	**0**							**3**	**20**	**17**	**22**	**22**	**10**	**10**
Compulsory leavers[2]	0	0	0	0	0	1	0	1	1	0	0	2	0	0	0	3	0	1								1	8	3	3	5	8
Total leavers (vol. & comp.)	1	2	1	1	2	4	0	1	1	0	0	2	2	1	1	4	2	1							-	21	25	25	25	15	18
Voluntary turnover%YTD[3]	**17**	**18**	**17**	**17**	**17**	**17**	**15**	**13**	**12**	**9**	**8**	**7**	**8**	**7**	**7**	**7**	**7**	**5**							*	**30**	**26**	**19**	**16**	**7**	**7**
Overall turnover% YTD[4]	19	20	19	19	18	19	16	15	14	12	10	11	11	11	11	13	13	10										20	20	11	13
Agency days	21	27	13	3	3	10	14	79	44	27	49	70	55	36	22	31	46	87							95	2590	2742	1,149	1385	360	440
% work days lost to sickness	3	3	2	2	2	2	3	2	2	2	2	3	2	3	2	2	1	2							*	4	3	4	3	2	2
Average sick-days YTD	7	8	8	8	8	7	8	7	7	7	6	6	6	6	6	6	6	6										8	7	6	6
Sick-days	85	73	58	63	50	54	101	64	70	62	60	103	69	106	63	55	43	71							846	795	777	847	943	843	858
O.H. Refs	3	0	2	2	0	0	1	1	1	0	1	2	1	1	0	2	1	2							0	18	19	27	10	13	10

[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