

**Employee Resourcing**

Jacqueline Ladds commenced as Director of Communications on 4<sup>th</sup> September 2006. She is now working on filling the two vacancies in the Communications Department. The Publications Manager post has been advertised firstly, in the Guardian on-line publication, with a closing date of 8<sup>th</sup> November 2006.

As notified to the Committee at the previous meeting, one of the two Education Officer vacancies in the Approvals and Monitoring Department was not successfully filled following advertising in September. However, re-advertising has resulted in an appointment and Chris Hipkins commenced on 30<sup>th</sup> October 2006.

A Case Manager vacancy in the Fitness to Practise Department has been replaced with a Hearings Officer post, as this is currently a greater need within the Department. Following advertising through both agencies and the Evening Standard on-line publication, Victoria Adams has been appointed to the post and commences on 17<sup>th</sup> November 2006.

The post of Catering Officer was advertised in local newspapers and has been filled by Janet Davis who commenced on 16<sup>th</sup> October 2006.

Interviews will be held during November for two Registration Officers and a UK Team Leader vacancy. The Partner Administrator post within the Human Resources Department (which has been vacant since the previous Administrator gained an internal promotion to the IT Department) has been advertised and interviews are anticipated to be held in early December.

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**Training**

The Human Resources Department, along with Department heads who manage Partners, have attended a briefing session about the new age discrimination legislation which came into effect on 1<sup>st</sup> October 2006.

The Employment Equality (Age) Regulations 2006 will have a significant impact. For example, the Human Resources Department has been removing references to age (such as years of experience required for a post) from position descriptions, and terming them with competency based criteria instead. Some other necessary measures, such as removing the information about personal information (which includes date of birth) from CV's prior to job applications being sent to interview panels for short-listing, had already been implemented by the Human Resources Department prior to the legislation taking effect.

As part of the broader Equality and Diversity project being undertaken across the organisation, age discrimination is being incorporated into the measures to be addressed being addressed.

In a related matter the management team received Interview Techniques training in October, which incorporated creating competency based job descriptions, developing competency based questions, and implementing measures to protect the HPC from allegations of discrimination.

**Job Descriptions**

The Human Resources Department are currently assisting Managers with the annual review of all job descriptions, to be completed by 1<sup>st</sup> December 2006.



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