

**Employee Resourcing**

Bonnie Hart, Communications Officer (Communications Department) has resigned to take up a different career direction. Recruitment has been placed on hold for this post until the new Communications Director Jacqueline Ladds commences with HPC, so that she can have input into the recruitment process.

Mark Potter has been permanently appointed to the role of International Registrations Manager following a period of acting-up in the role. The title of this role has been changed to Customer Services Manager, and the Manager of UK Registration’s title will also be changed to Customer Services Manager. It is felt that these title changes better reflect industry norms for position titles.

Interviews for PA roles for the Director of Operations and the Director of Fitness to Practise were held on 17<sup>th</sup> July 2006. One PA was appointed. Merle McKinley McNair started on 21<sup>st</sup> August, working in Fitness to Practise. We are currently re-advertising for the second PA for the Operations Directorate.

Following the internal promotion of Osama Ammar from Team Administrator to Education Officer in the Approvals and Monitoring Department, a replacement Team Administrator has been appointed. Katherine Lock will join HPC on 11<sup>th</sup> September 2006.

As notified to the Committee at the June meeting, two Education Officer positions in the Approvals and Monitoring Department were recently advertised, however, unfortunately subsequent interviews resulted in no successful appointments. A second round of interviews, however, resulted in one of the posts being filled. Daljit Mahoon will commence on 18<sup>th</sup> September 2006.

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**Training**

The entire management team including the “middle managers” attended the second half of Disciplinary and Performance Management training at the Work Foundation in late August. The day was successful and received very positive feedback, with managers feeling more confident in addressing performance management issues.

The Human Resources Department has also organised Diversity Training on the 21<sup>st</sup> September 2006 for the management team. This will consist of information about relevant employment legislation and changes in legislation (for example, the age discrimination legislation taking effect in October). The training will cover how such legislation should be applied in the workplace. The training will also incorporate managing and motivating employees, taking into consideration the legal context.

Finally, a training course titled “Finance for non-finance managers” is currently being planned for early December. This course is run by Hawkesmere Ltd and Croner, and will be a two day course. It will cover aspects of financial management such as understanding accounting records and financial statements, planning and budgeting and management accounting. Twelve managers will be trained initially (the key budget holders), and if the training is successful, we would anticipate running the course again in mid 2007 for other employees who assist with budget management.