

EMPLOYEE RESOURCING

The Public Affairs vacancy in the Communications Department has been re-advertised (sourced through agencies) and interviews are to be held on 23rd April.

Two Hearings Officer vacancies within the Fitness to Practise Department have been advertised – one a new post approved in the 2007/2008 budget, and one a replacement post which arose due to an internal promotion. Interviews are to be held on 26th April.

Following the appointment of a Project Co-ordinator in March, the employment offer had to be withdrawn after the HR Department discovered that the candidate chosen could not provide proof of their qualifications. This post will now have to be re-advertised, and it is anticipated that this will occur in June.

Two Education Administrators have been appointed to the vacancies in the Education – Approvals and Monitoring Department. One was internal (John Archibald, formerly a Registrations Officer) and one external (Marva Stewart). This Department is now fully staffed, not only with Education Officers but also with Administrators.

Following interviews for the three Team Leader vacancies across the Registrations Departments, three appointments have been made. Deborah Dawkins and Adam Mawson (internal candidates) were successful in the roles, as well as an external candidate, Smeeta Pydiah, who brings a great deal of call centre experience to HPC.

Following advertising for a Quality Manager after the resignation of our previous Quality Manager, interviews will be held in early May.

PENSION SCHEME – EMPLOYEE RELATIONS ISSUES

Assisting the Director of Finance in managing the employee relations side of the new pension scheme roll out has once again been a very time consuming exercise for the HR Department over the past month.

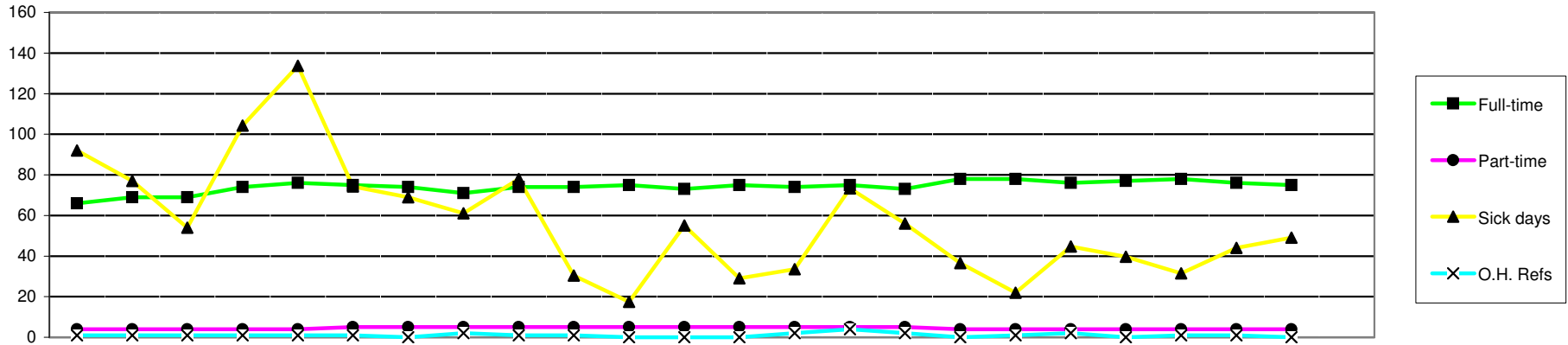
Key activities have involved reviewing the “fine print” of the new scheme, working with the Finance Department and Mark Futcher (external Pensions Advisor) to finalise the presentation and information to be provided to current pension scheme members, and formulating all the documentation which is associated internally with setting up a new scheme. A meeting has been scheduled for existing pension scheme members to provide information about the new scheme on 30th April. Mark Futcher will be leading the meeting, after which people will have an opportunity to go and seek their own independent pensions/ financial advice

Following the meeting with current pension scheme members, work will commence on rolling out the differing pension benefits to be offered to all other employees.

Health Professions Council

HR Information

Human Resources Department



	2005										2006										2007			2004/5	2005/6	2006/7
	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
EMPLOYEES																										
Full-time	66	69	69	74	76	75	74	71	74	74	75	73	75	74	75	73	78	78	76	77	78	76	75	65	73	75
Part-time	4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	5	4	4	4	4	4	4	4	4	5	4
TOTAL	70	73	73	78	80	80	79	76	75	79	80	78	80	79	80	78	82	80	80	81	82	80	79	69	78	79
FTE	68	71	71	76	80	78	77	74	82	82	80	76	78	78	78	76	80	80	78	79	80	78	77	67	76	77
Permanent	66	67	66	66	66	65	69	76	79	79	80	74	76	77	78	76	81	80	77	77	80	78	76	62	74	76
Temporary	4	4	5	10	15	15	10	6	4	3	2	4	4	3	2	2	1	2	4	4	2	2	3	5	4	3
Starters	2	2	2	5	5	4	1	0	3	1	2	6	6	2	3	1	5	5	2	1	2	0	2	1	6	29
Leavers	1	1	2	0	1	3	6	6	1	2	1	3	3	2	3	1	5	4	0	0	1	3	3	0	3	25
Turnover (%)	1	1	1	0	0	1	4	6	0	0	2	1	4	3	4	1	6	5	0	0	1.2	3.7	3.7	0	1	31
Agency Days	0	13	0	64	0	220	97	177	209	181	220	95	100	234	166	270	213	219	150	95	100	147	143	11	95	0
Sick days	92	77	54	104	134	74	69	61	78	30	18	55	29	34	73	56	37	22	44.7	39.6	31.5	44	49	570	846	459
O.H. Refs	1	1	1	1	1	1	0	2	1	1	0	0	0	2	4	2	0	1	2	0	1	1	0	0	0	13
CONTRACTORS																										
Full-time	2	2	2	3	3	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	2	2	3
Part-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	2	2	2	3	3	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	2	2	3
FTE	2	2	2	3	3	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	2	2	3
Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Temporary	2	2	2	3	3	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	2	2	3
Starters	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Leavers	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Turnover (%)	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sick days	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O.H. Refs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL C & E	72	75	75	81	83	82	81	78	77	81	82	80	82	82	83	81	85	85	83	84	85	83	82	71	80	82

FTE: Full-time equivalent NOTE: Contractors are NOT included in the total number of employees
 O.H.Refs: Occupational health referrals NOTE: Temporary employees are included in the total number of employees from November 2005 onwards
 2003/04 FYE information only available from November 2003 to March 2004