

EMPLOYEE RESOURCING

The final remaining vacancy in the Communications Department, Public Affairs Manager, was advertised on 5th January. Interviews were held on 29th January however these were unsuccessful with no appointment made. The position was re-advertised and sourced through a specialist agency with a second round of interviews held on 1st March. An offer has been made as a result of the interviews to a candidate with sound experience in public affairs management, but has not yet been accepted.

The two Case Manager vacancies which were created to accommodate an increased workload by the Fitness to Practise Department were filled on 14th February. Both successful candidates were external. John Lucarotti and Ciara O’Dwyer will commence in March and April respectively. Interviews were also held for a Case Officer post in the same Department, and an internal candidate was appointed (Gemma Lee, currently a Hearings Officer). We will now need to fill the Hearings Officer vacancy which has arisen as a result of the promotion.

One of the Policy Officer posts within the Policy and Standards Department is currently filled by an employee on a contract basis. The permanent post has now been advertised and interviews are to be held on 13th March. This Department will then consist completely of permanent employees.

The Project Manager vacancy was filled following interviews in February, with Claire Phillips (previously engaged on a contract basis) being appointed to the post. Now that this appointment has been made, the newly created position of Project Co-ordinator (which reports to the Project Manager) has been advertised. This post has been in the budget

for some time but had not previously been advertised. It has been advertised through an agency specialising in candidates holding project management backgrounds. Interviews will be held on 9th March 2007.

The post of Team Administrator, Secretariat, has been successfully filled following interviews in February. Alison Roberts is due to commence on 12th March.

Two Education Officers have been appointed following interviews on 5th March. One is an external candidate (Tracey Samuel-Smith) and one is an internal promotion (Katherine Lock, formerly the Team Administrator in the Education – Approvals and Monitoring Department). All Education Officer vacancies within the budget have now been filled, which will make the high level of visits being conducted by employees more manageable. This internal promotion of the Team Administrator and a resignation from Tim Bryant, (one of the two Administrators who work on the annual monitoring process) has led to advertising for the two Administration vacancies.

Following advertising and interviewing for four vacancies across both Registrations Departments, three new employees (Martin Kentish, David Waddle, and Jessica Day) will commence on 19th March.

Shortlisting is currently occurring for the two Team Leader vacancies in the Registrations Departments.

TRAINING

As part of the overall Equality and Diversity Project, Niamh O’Sullivan and Kelly Webster (Human Resources Officer) met with Dianne

Hodgeson (HPC's Diversity Trainer) to organise training for Council on these issues. Potential dates are currently being organised with an anticipated date for the training of 9th July, at this stage.

Training for all employees will be occurring from June to December 2007.

NEW EMPLOYMENT CONTRACTS

As notified to the Committee at the previous meeting, one employee had raised concerns about their new contract and they were at the stage of undertaking appropriate internal processes to raise and hopefully resolve these concerns. A Council member nominated by the President of HPC chaired the final Appeals Hearing in February and upheld HPC's actions in relation to the matter.

T PERFORMANCE REVIEWS

All performance reviews across the organisation have now been completed. The Human Resources Department are currently compiling the results of the reviews to ensure that particular managers are not skewing ratings in particular directions, to try and ensure that these are being conducted consistently.

The performance reviews also form the basis of the annual training needs analysis. These training recommendations are currently being compiled.

SALARY REVIEWS

The HR Department have been working with the Management Accountant and Director of Finance over the past two months to finalise the recommendations for the salary reviews to be presented to the Remuneration Committee in March.

PENSION SCHEME – EMPLOYEE RELATIONS ISSUES

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

All “new” employees (those who had started since October 2006 when we were first alerted to the pension scheme issues, and many of whom are still on probation) were written to on 16th February. They were notified of a number of details but most significantly that:

- HPC was reviewing whether it should continue to participate in the existing Plan offered by Capita, and
- In the meantime, neither new employees nor HPC are able to contribute to the existing plan but that if employees wish to join the new stakeholder arrangement being planned, they may notify us and the contributions will be backdated.

A letter was sent to existing members of the pension scheme on 20th February to update them on the pension situation, and a subsequent meeting led by Mark Fatcher (Pensions Advisor from Barnett Waddingham) was held on 22nd February.

This meeting outlined employee's options in terms of leaving their benefits in Capita's Flexiplan 1, or to transferring them. The meeting then updated employees on recent Finance and Resources Committee decisions on the way forward, and the timescales and processes involved in finding a new plan.

We are now meeting our legal HR obligations in relation to consulting employees throughout this process, and employees generally have been relieved to find that matters are being progressed as quickly as possible.