Employee Resourcing

Human Resources

Georgia Akuffo-Kumih as been appointed as the fixed term HR Manager to provide maternity leave cover for Rachel Watson. She is due to start on the 14 June 2010 and will be employed for one year.

Fitness to Practice

The recruitment for two Case Support Officers, three Case Managers, an Investigations Manager, and Lead Hearings Officer has been completed. As a result there have been 4 internal promotions, and 3 external appointments.

Interviews have taken place for the Scheduling and Witness Manager position, and there are two vacant positions – Lead Case Manager and Hearing Officer – following the promotions of Zoe Maguire and Akua Dwomoh-Bonsu.

Policy

Sarah Oliver has been appointed as the new PA/Team Administrator who will work for both the Policy and Communication teams. She will start at the HPC on 5 July 2010. This post replaces the Policy Officer post vacated by Sam Mars.

Communications

Elizabeth Dowd has been appointed as the new Communications Officer (Stakeholder Communications), created as part of a recent reorganisation of the Communications Department. She is due to start with the HPC on 28 June 2010.

Other HR Activities

Training

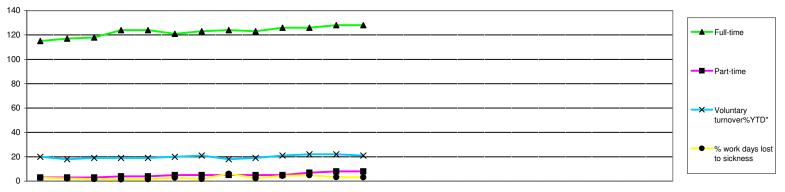
HR has completed a training needs analysis based on learning requirements specified in APDRs, and has now set up a programme of training events in 2010 running from May – September. The courses cover Excel, Time Management, Presentation Skills, Assertiveness Skills, and Project Management.

Work has also begun to create a management development program with JSB Training and Development which is due to be rolled out in September.

Review of Pay Policy and Process

The Remuneration Committee on 4th March noted the work done to date on reviewing the pay process and approved further work towards designing a new pay model to be implemented form April 2011. A project plan for this work has been produced, and employee and manager briefings took place in May and early June. Provisional pay bands and band descriptions have been sent to all staff, and consultation with employees is now underway. Volunteers have been asked to put themselves forward for a working group to consider comments from the employee consultation, and to make recommendations to the Executive Management Team and the Chief Executive.

Human Resources Department



	2009					2010														2011					2006/7	2007/8	2008/9	09/10	10/11	
	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	YTD
EMPLOYEES																														
Budgeted employees	132	132	132	132	132	132	132	132	132	132	132	132	144	144	144	144	144	144	144	144	144	144	144	144				124	132	144
Total employees	118	120	121	128	128	126	128	129	128	131	133	136	136												78	79	107	116	136	136
Full-time	115	117	118	124	124	121	123	124	123	126	126	128	128												73	75	104	113	124	128
Part-time	3	3	3	4	4	5	5	5	5	5	7	8	8												5	4	3	3	5	8
FTE	117	119	120	126	126	124	126	127	126	129	131	134	134												76	77	106	115	127	134
Permanent	115	116	117	122	123	123	123	126	125	128	129	131	130												74	78	101	113	126	130
Starters (permanent)	4	5	1	5	2	1	3	3	2	5	4	2	1												6	46	42	36	37	1
Leavers (permanent)	1	1	2	0	3	2	3	2	2	3	2	1	0												3	20	17	22	22	0
Voluntary turnover%YTD*	20	18	19	19	19	20	21	18	19	21	22	22	21												*	30	26	19	20	21
Overall turnover% YTD*	20	18	19	19	19	20	21	18	19	21	22	22	22															20	20	22
Fixed-Term Contracts	4	4	4	6	5	3	4	3	3	3	3	5	6												4	1	5	4	3	6
Starters (fixed-term)	0	0	0	3	1	1	1	0	0	0	1	1	1													1	13	7	8	1
Leavers (fixed-term)	0	0	0	1	0	1	0	1	0	0	0	0	1													1	8	3	3	1
Agency days	77	33	34	30	55	118	200	147	154	95	187	255	21												95	2590	2742	1,149	1385	21
% work days lost to sickness	3	2	2	1	2	3	2	6	2	4	5	3	3												*	4	3	4	3	3
Average sick-days YTD	7	7	7	6	6	6	6	6	6	7	7	7	7															8	7	7
Sick-days	65	50	46	44	40	79	53	163	59	113	128	103	85												846	795	777	847	943	85
O.H. Refs	1	0	0	1	1	1	0	2	0	0	1	3	3												0	18	19	27	10	3

* Voluntary Turnover: This figure records voluntary resignations only and excludes leavers due to expiries of fixed term contracts, redundancies, dismissals, & compulsory retirements. Prior to April 2009 only expiries

of fixed term contracts were excluded

* Overall Turnover: this figure records turnover for all leavers, collected from April 2008 onwards

FTE: Full-time equivalent