# Human Resources Department – Teresa Haskins

# **Employee resourcing**

# IT

Recruitment is in progress for the post of IT Service Support Analyst. This vacancy has arisen due to the promotion of Jason Roth to Infrastructure Support Manager and the internal appointment of Richard Watling to the post of Infrastructure Support Engineer.

#### Education

Interviews for the replacement post of Education Administrator will take place on 11<sup>th</sup> November.

#### **Fitness to Practise**

Salma Begum, formerly a Hearings Officer, has been appointed to the post of PA to the Director of Fitness to Practise following interviews in October.

Interviews for the replacement post of Hearings Officer and for a fixed term Scheduling Officer post will be held on 15<sup>th</sup> November.

Interviews for the replacement post of Case Support Officer will take place on 22<sup>nd</sup> November.

#### **Projects**

Recruitment is in progress for the fixed term post of Project Manager. Interviews will be held on 12<sup>th</sup> November

#### **Other HR activities**

### Training

The first module of the HPC's management development program is being held in late November 2010. Further modules will be run throughout 2011.

### Policy work

The HR team has updated the HPC's paternity leave policy to comply with new legislation, has updated the policy on Criminal Record Checks and Disclosure to explain existing processes more clearly, and has updated the probation policy and provided management guidance notes to ensure best practice is followed.

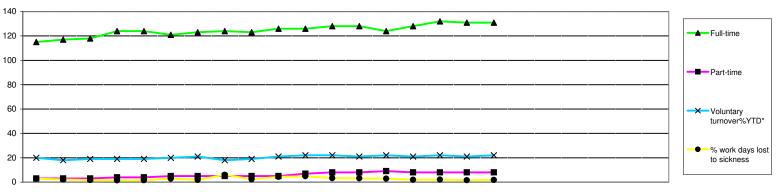
# Review of pay policy and process

Following approval by Remuneration Committee in September, guidance on monetary values for new pay bands was issued to all employees in October. The HR Director is now in the process of rewriting the HPC Pay Policy to reflect the new system.

#### **Employee benefits**

Following a request via the Employee Consultation Group, the HR team has negotiated discounts of up to 30% for employees for annual membership of Fitness First gyms. A gym membership scheme has been set up for employees at no cost to the HPC.





1	2009 2010 2011														2005/6	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	133	137	140	139	139							78	79	107	116	136	139
Full-time	115	117	118	124	124	121	123	124	123	126	126	128	128	124	128	132	131	131							73	75	104	113	124	131
Part-time	3	3	3	4	4	5	5	5	5	5	7	8	8	9	8	8	8	8							5	4	3	3	5	8
FTE	117	119	120	126	126	124	126	127	126	129	131	134	134	131	134	138	138	138							76	77	106	115	127	138
Permanent	115	116	117	122	123	123	123	126	125	128	129	131	130	129	132	134	131	132							74	78	101	113	126	132
Starters (permanent)	4	5	1	5	2	1	3	3	2	5	4	2	1	0	4	3	1	0							6	46	42	36	37	9
Leavers (permanent)	1	1	2	0	3	2	3	2	2	3	2	1	0	2	1	1	2	3							3	20	17	22	22	9
Voluntary turnover%YTD*	20	18	19	19	19	20	21	18	19	21	22	22	21	22	21	22	21	22							*	30	26	19	20	22
Overall turnover% YTD*	20	18	19	19	19	20	21	18	19	21	22	22	22	23	21	22	22	23										20	20	22
Fixed-Term Contracts	4	4	4	6	5	3	4	3	3	3	3	5	6	4	5	5	7	7							4	1	5	4	3	7
Starters (fixed-term)	0	0	0	3	1	1	1	0	0	0	1	1	1	0	1	0	1	3								1	13	7	8	6
Leavers (fixed-term)	0	0	0	1	0	1	0	1	0	0	0	0	1	1	0	0	1	1								1	8	3	3	4
Agency days	77	33	34	30	55	118	200	147	154	95	187	255	21	27	13	3	3	10							95	2590	2742	1,149	1385	77
% work days lost to sickness	3	2	2	1	2	3	2	6	2	4	5	3	3	3	2	2	2	2							*	4	3	4	3	2
Average sick-days YTD	7	7	7	6	6	6	6	6	6	7	7	7	7	8	8	8	8	7										8	7	8
Sick-days	65	50	46	44	40	79	53	163	59	113	128	103	85	73	58	63	50	54							846	795	777	847	943	383
O.H. Refs	1	0	0	1	1	1	0	2	0	0	1	3	3	0	2	2	0	0							0	18	19	27	10	7

\* 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