

Employee resourcing

IT

Interviews for the post of IT Service Support Analyst took place in December and Greg Legendziewicz started work at the HPC in early January.

Education

Following interviews on 11 November, Victoria Adenugba was appointed to the post of Education Administrator and started work at the HPC in late November.

Fitness to Practise

Interviews for a Hearings Officer post were held on 15 November. Eleanor Wilson (formerly Scheduling Officer) was appointed to the Hearings Officer role.

Interviews for three replacement Scheduling Officer posts were held in late November. Tamara Etmuss- Noble, Deborah Oluwole and Melanie Harel were appointed. Deborah and Melanie are currently Registration Advisers.

Corrado Palmas, currently an FTP Team Administrator, was appointed to the post of Case Support Officer following interviews on 22 November.

Petrina Baker, currently a Registration Adviser, was appointed to the post of FTP Team Administrator following interviews in December. Petrina started in her new role on 17 January.

Projects

Following an unsuccessful recruitment campaign for the fixed term post of Project Manager, recruitment is currently in progress for a fixed term post of Project Co-ordinator.

Registration

Interviews were held for three replacement roles of Registration Adviser in December. Marc Brown and Georgina Guezodje were appointed and started work on 10 January.

Other HR activities

Training

The HPC's management development programme is continuing, and participants are completing the third and fourth modules out of seven in January and February. Twenty-five HPC managers and supervisors are taking part in the programme.

Training for new managers on running HPC appraisals (Annual Performance Development Reviews) was held on 6 January.

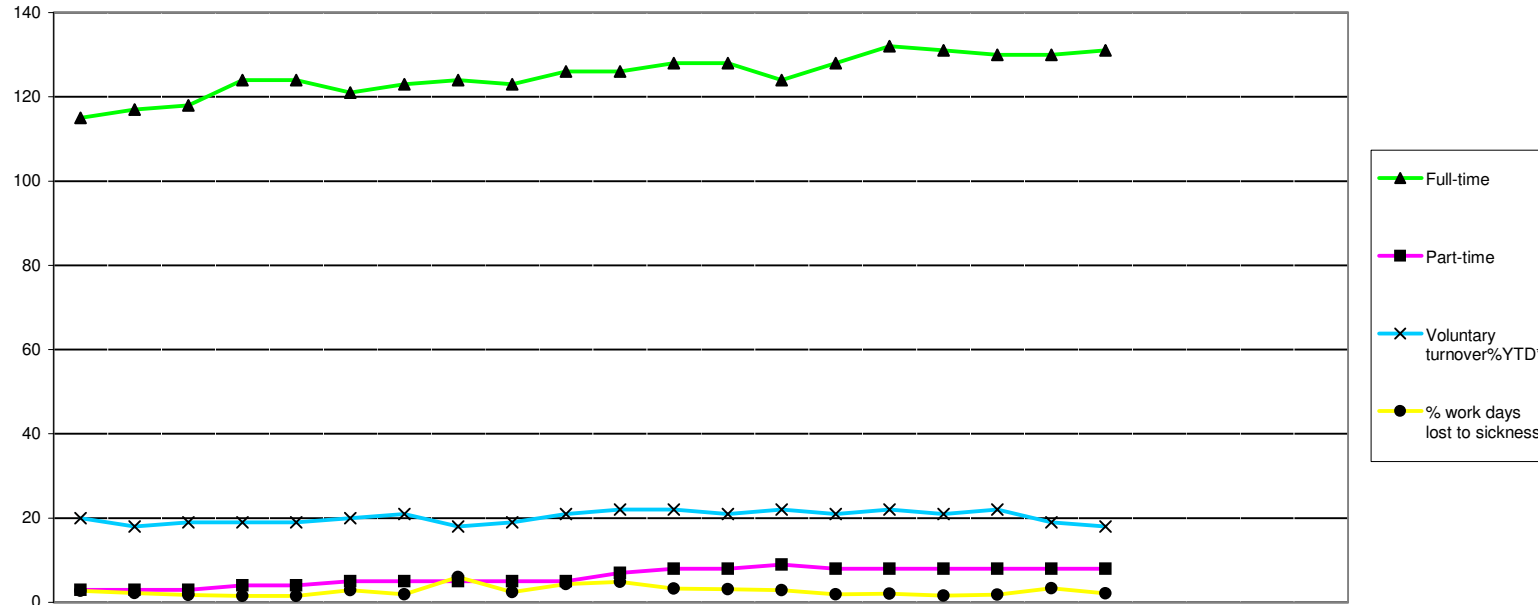
Policy work

The HR team is working with Communications and IT on the drafting of a new policy on the use of Social Media. The team is also working on forward planning for working arrangements

during the Olympic Games in 2012 and guidance notes on conducting one to one meetings for line managers.

Review of pay policy and process

Work has now begun on preparation of salary information in advance of the annual pay review. The Pay Policy has been rewritten to reflect the new pay system.



	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	138	138	139					78	79	107	116	136	139
Full-time	115	117	118	124	124	121	123	124	123	124	123	126	126	128	128	124	128	132	131	130	130	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	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	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	130	131				74	78	101	113	126	131	
Starters (permanent)	4	5	1	5	2	1	3	3	2	5	4	2	1	0	4	3	1	0	0	2				6	46	42	36	37	11	
Leavers (permanent)	1	1	2	0	3	2	3	2	2	3	2	1	0	2	1	1	2	3	0	1				3	20	17	22	22	10	
Voluntary turnover%YTD*	20	18	19	19	19	20	21	18	19	21	22	22	21	22	21	22	21	22	19	18				*	30	26	19	20	21	
Overall turnover% YTD*	20	18	19	19	19	20	21	18	19	21	22	22	22	23	21	22	22	23	19	18							20	20	21	
Fixed-Term Contracts	4	4	4	6	5	3	4	3	3	3	3	5	6	4	5	5	7	7	7	8				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	0	1						13	7	8	7	
Leavers (fixed-term)	0	0	0	1	0	1	0	1	0	0	0	0	0	1	1	0	1	1	0	0						8	3	3	4	
Agency days	77	33	34	30	55	118	200	147	154	95	187	255	21	27	13	3	3	10	14	79				95	2590	2742	1,149	1385	170	
% work days lost to sickness	3	2	2	1	2	3	2	6	2	4	5	3	3	3	2	2	2	2	3	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	7	8	
Sick-days	65	50	46	44	40	79	53	163	59	113	128	103	85	73	58	63	50	54	101	64				846	795	777	847	943	548	
O.H. Refs	1	0	0	1	1	1	0	2	0	0	1	3	3	0	2	2	0	0	1	1				0	18	19	27	10	9	

* **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 O.H.Refs: Occupational health referrals