Employee resourcing

Communications

Interviews for the replacement post of Communication Officer (Events) were held in February. Samantha Herelle was appointed and starts work at the HPC in late March.

Fitness to Practise

Recruitment is in progress for the new posts of Hearings Manager and Hearings Officer, and the replacement post of Lead Case Manager. Interviews for all three posts will take place in March.

HR and Partners

Sam Ha, HR Co-ordinator, has returned to work part-time following her maternity leave. Marche Wilson, who was seconded to cover the maternity leave, has returned to her role as Partner Administrator.

Registration

Interviews were held for a replacement role of Registration Adviser in February. Tameka Anthrobus was appointed and started work on 28 February.

Other HR activities

GSCC Transfer work

Preparation for the announcement of the HR implications of the GSCC transfer, and follow up work including question and answer sessions, publishing of FAQs on the intranet, advice to line managers and employees, and planning of further work, has been a key area of activity for the HR department since the Committee's last meeting.

Training

The HPC's management development programme is continuing, and the HR team is now in the process of analysing training needs identified during the APDRs (Annual Performance Development Reviews) which were due to be completed by the end of February.

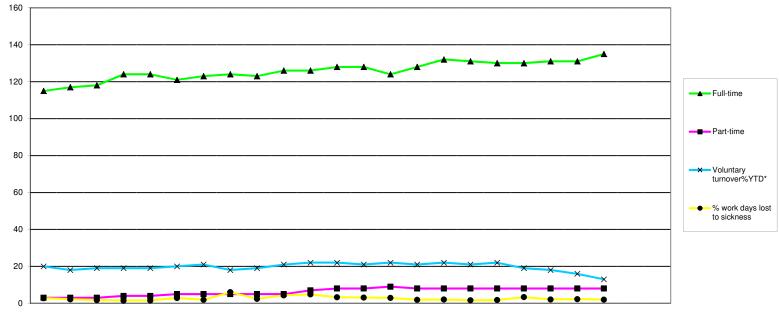
Diversity training for nine recently appointed employees was held on 4 March.

Policy work

The HR team has reviewed the HPC's policy for bank holiday entitlements for part-timers to ensure that all part time employees receive the appropriate proportion of bank holidays compared with the entitlements of full-time employees. We have also drafted new criteria for the annual Employee of the Year award to be considered by the ECG (Employee Consultation Group).

Review of pay policy and process

Work around management of the annual pay review including provision of information for managers and for the Remuneration Committee has taken place over January and February, in addition to consultation on the new pay policy.



	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	140	143			78	79	107	116	136	143
Full-time	115	117	118	124	124	121	123	124	123	126	126	128	128	124	128	132	131	130	130	131	131	135			73	75	104	113	124	135
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	142			76	77	106	115	127	142
Permanent	115	116	117	122	123	123	123	126	125	128	129	131	130	129	132	134	131	132	130	131	132	134			74	78	101	113	126	134
Starters (permanent)	4	5	1	5	2	1	3	3	2	5	4	2	1	0	4	3	1	0	0	2	1	1			6	46	42	36	37	13
Leavers (permanent)	1	1	2	0	3	2	3	2	2	3	2	1	0	2	1	1	2	3	0	1	0	0			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	16	13			*	30	26	19	20	20
Overall turnover% YTD*	20	18	19	19	19	20	21	18	19	21	22	22	22	23	21	22	22	23	19	18	16	13						20	20	20
Fixed-Term Contracts	4	4	4	6	5	3	4	3	3	3	3	5	6	4	5	5	7	7	7	8	8	10			4	1	5	4	3	10
Starters (fixed-term)	0	0	0	3	1	1	1	0	0	0	1	1	1	0	1	0	1	3	0	1	0	2				1	13	7	8	9
Leavers (fixed-term)	0	0	0	1	0	1	0	1	0	0	0	0	1	1	0	0	1	1	0	0	0	0				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	14	79	44	27			95	2590	2742	1,149	1385	241
% 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	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	7	7						8	7	7
Sick-days	65	50	46	44	40	79	53	163	59	113	128	103	85	73	58	63	50	54	101	64	70	62			846	795	777	847	943	680
O.H. Refs	1	0	0	1	1	1	0	2	0	0	1	3	3	0	2	2	0	0	1	1	1	0			0	18	19	27	10	10

* 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