

## **Employee resourcing**

### **Education**

Recruitment is in progress for the replacement role of Education Manager to replace Brendon Edmonds, who has recently been promoted to the role of Head of Education.

### **Fitness to Practise (FTP)**

Recruitment is in progress for a number of new roles in the Fitness to Practise department including Head of FTP Assurance and Development, Head of Investigations, Lead Hearings Officer, Scheduling Manager, and Case Support Manager.

### **HR**

Interviews were held for the new fixed term post of HR Administrator in February. Kim Wilcox will start in the role in early April.

### **IT**

Interviews were held for the new post of Infrastructure Support Engineer in February. Ken Wu was appointed and started work on 12 March 2012.

### **Projects**

Clare Reed, Project Portfolio Manager, will be going on maternity leave in June. Recruitment is currently in progress for her maternity cover.

### **Registration**

Following recruitment in December and January, three appointments have been made to replacement Registration Adviser roles. Sophie Cornillon took up her appointment in February and Mark Arnuevo and Ayesha Khan are due to start work in March.

### **Other HR activities**

#### **GSCC transfer work**

The GSCC commenced formal consultations with its employees in mid-January about COSOP, the Cabinet Office Statement of Practice on Staff Transfers in the Public Sector, and about the collective redundancies which are likely as a result of the GSCC's abolition. The HR department is providing any necessary information required by the GSCC in order to assist it in carrying out its consultations effectively. Planning work for the period following the transfer has intensified, including planning for pension provision.

#### **Annual pay review**

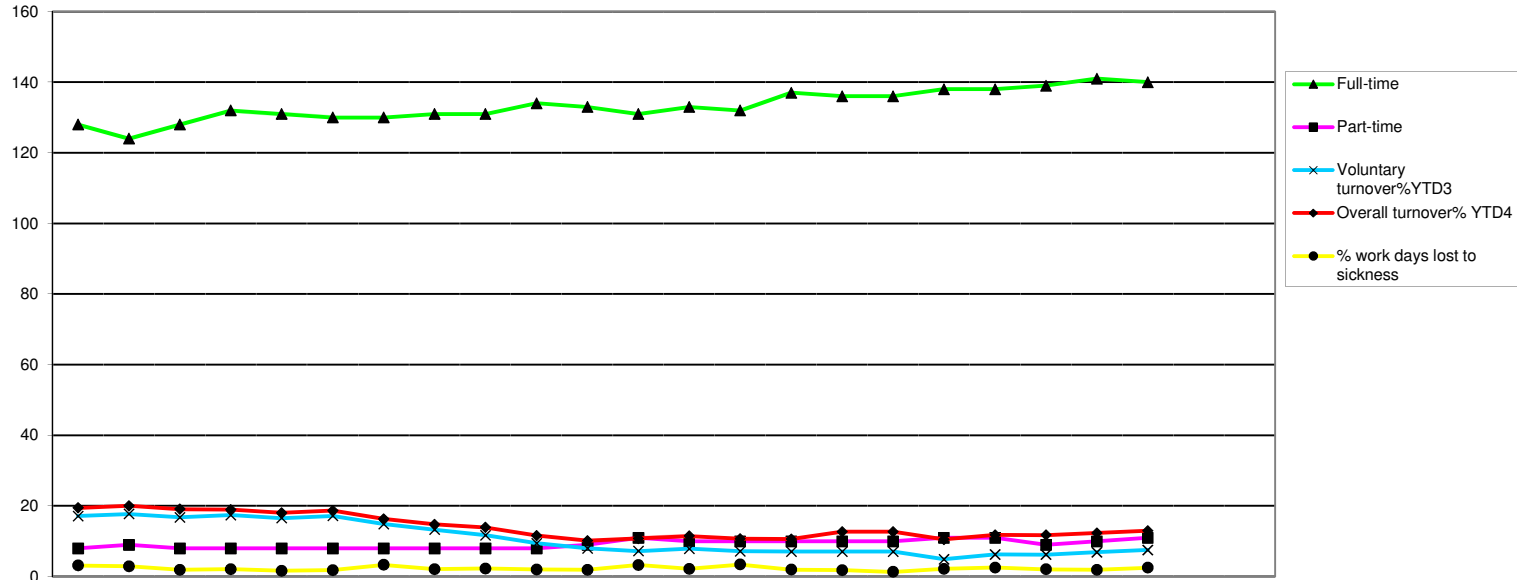
Work around management of the annual pay review including provision of information for managers and for the Remuneration Committee took place over January and February.

**APDRs Training and development**

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.

**Restructuring**

The FTP department carried out a restructuring exercise in January and February in order to make efficiency gains, process improvements, improvements to quality assurance for work covering our existing 15 professions, and in preparation for the new work areas of licensing, mediation, and the on-boarding of social workers. The HR department provided intensive advice and support during this process and is now implementing the recruitment that is required as a result of the restructuring.



	2011												2012												2005/6	2006/7	2007/8	2008/9	09/10	10/11	11/12
	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	FYE	YTD
<b>EMPLOYEES</b>																															
Budgeted employees	144	144	144	144	144	144	144	144	144	144	144	148	148	148	148	148	148	148	148	148	148	148	148				124	132	144	148	
<b>Total employees</b>	<b>136</b>	<b>133</b>	<b>137</b>	<b>140</b>	<b>139</b>	<b>138</b>	<b>138</b>	<b>139</b>	<b>140</b>	<b>142</b>	<b>142</b>	<b>143</b>	<b>142</b>	<b>147</b>	<b>146</b>	<b>146</b>	<b>149</b>	<b>149</b>	<b>149</b>	<b>151</b>	<b>151</b>			<b>78</b>	<b>79</b>	<b>107</b>	<b>116</b>	<b>136</b>	<b>142</b>	<b>151</b>	
Full-time	128	124	128	132	131	130	130	131	131	134	133	131	133	132	137	136	136	138	138	139	141	140		73	75	104	113	124	131	140	
Part-time	8	9	8	8	8	8	8	8	8	8	9	11	10	10	10	10	10	11	11	9	10	11		5	4	3	3	5	11	11	
FTE	134	131	134	138	138	138	138	138	138	142	141	140	142	140	145	144	144	145	145	148	149	149		76	77	106	115	127	140	149	
Permanent	130	129	132	134	131	132	130	131	132	134	133	134	139	139	138	139	138	139	138	136	141	144		74	78	101	113	126	134	144	
Fixed-Term Contracts	6	4	5	5	7	7	7	8	8	10	9	8	4	5	9	7	8	10	11	14	8	7		4	1	5	4	3	8	7	
Starters (permanent)	1	0	4	3	1	0	0	2	1	1	1	1	0	0	0	0	0	0	0	0	2	0		6	46	42	36	37	15	5	
Starters (fixed-term)	1	0	1	0	1	3	0	1	0	2	1	0	0	2	7	2	2	4	1	1	2	1			1	13	7	8	10	23	
<b>Voluntary resignations<sup>1</sup></b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>20</b>	<b>17</b>	<b>22</b>	<b>22</b>	<b>10</b>	<b>11</b>		
Compulsory leavers <sup>2</sup>	0	0	0	0	0	1	0	1	1	0	0	2	0	0	0	3	0	1	0	1	1	0		1	8	3	3	3	5	8	
Total leavers (vol. & comp.)	1	2	1	1	2	4	0	1	1	0	0	2	2	1	1	4	2	1	2	1	2	1		-	21	25	25	25	15	19	
<b>Voluntary turnover%YTD<sup>3</sup></b>	<b>17</b>	<b>18</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>8</b>	*	<b>30</b>	<b>26</b>	<b>19</b>	<b>16</b>	<b>7</b>	<b>8</b>		
<b>Overall turnover% YTD<sup>4</sup></b>	<b>19</b>	<b>20</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>19</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>12</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>13</b>	-	-	-	20	20	11	13		
Agency days	21	27	13	3	3	10	14	79	44	27	49	70	55	36	22	31	46	87	91	76	21	21		95	2590	2742	1,149	1385	360	605	
% work days lost to sickness	3	3	2	2	2	2	3	2	2	2	2	3	2	3	2	2	1	2	3	2	2	2		*	4	3	4	3	2	2	
Average sick-days YTD	7	8	8	8	8	7	8	7	7	7	6	6	6	6	6	6	6	6	6	6	6	6		8	7	6	6	6	6	6	
<b>Sick-days</b>	<b>85</b>	<b>73</b>	<b>58</b>	<b>63</b>	<b>50</b>	<b>54</b>	<b>101</b>	<b>64</b>	<b>70</b>	<b>62</b>	<b>60</b>	<b>103</b>	<b>69</b>	<b>106</b>	<b>63</b>	<b>55</b>	<b>43</b>	<b>71</b>	<b>80</b>	<b>67</b>	<b>57</b>	<b>71</b>	<b>846</b>	<b>795</b>	<b>777</b>	<b>847</b>	<b>943</b>	<b>843</b>	<b>845</b>		
<b>O.H. Refs</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>18</b>	<b>19</b>	<b>27</b>	<b>10</b>	<b>13</b>	<b>17</b>		

<sup>1</sup> **Voluntary Resignations:** Includes resignations of permanent employees, or resignations of fixed term employees prior to the end of their contract  
<sup>2</sup> **Compulsory Leavers:** Records leavers except for resignations. Includes expiries of fixed term contracts, redundancies, dismissals, & compulsory retirements  
<sup>3</sup> **Voluntary Turnover YTD:** Shows the year to date turnover percentage (last twelve months) for resignations only  
<sup>4</sup> **Overall Turnover:** Shows the year to date turnover (last twelve months) for all leavers - voluntary and compulsory  
**FTE** Full-time equivalent