

Employee resourcing

Communications

Samantha Herelle, currently Communications Officer (Events) has been appointed to the maternity cover role of Events Manager. Samantha will provide cover for Susan Carini.

Education

Eliass Arfal has been appointed to the replacement post of Education Administrator following interviews in late September.

Facilities

Robert Pope was appointed to the new role of Facilities Officer in October following a period of temping at the HCPC.

Finance

Following interviews on 1 November 2013, Andy Gillies was appointed to the post of Finance Director. Andy will start in post on Monday 10 February 2014. In the meantime Alan Carr will continue in the role of Interim Finance Director.

Fitness to Practise

Laura Quartermain and Claire Pryor, formerly Case Managers, have been appointed to one new and one replacement Compliance Officer role. Recruitment is now in progress to replace their Case Manager vacancies.

Marina Jones was appointed to the replacement role of Hearings Officer following interviews in October.

Following the promotion of Amita Malhotra to the post of Case Team Manager, Imran Inamdar was appointed to the replacement role of Case Support Manager after interviews in September. Imran started work in mid October.

Other vacancies currently being advertised for FTP are; a replacement Case Manager (Advancement) and a replacement Hearings Officer.

Human Resources

Following interviews in September, Soofiya Idrees was appointed to the role of HR Business Partner (maternity cover). Soofiya started work on 21 October.

IT

After a protracted recruitment campaign, Andy Sabapathee has been appointed to the new post of IT Infrastructure Support Engineer. Andy will start work in early December.

Policy

Following interviews in September, Edward Tynan was appointed to the replacement role of Policy Officer. Edward started in post in October.

Recruitment is in progress for the replacement post of Policy Manager following the departure of Charlotte Urwin.

Registration

Jessica Tew and Darren Johnson were appointed to replacement roles of Registration Advisor following interviews in October. Jessica and Darren start work in November.

Anna Cleary, formerly a Registration Advisor, was appointed to the role of Registration Co-ordinator following interviews in October.

Other HR work

HR and Partners process and systems review project

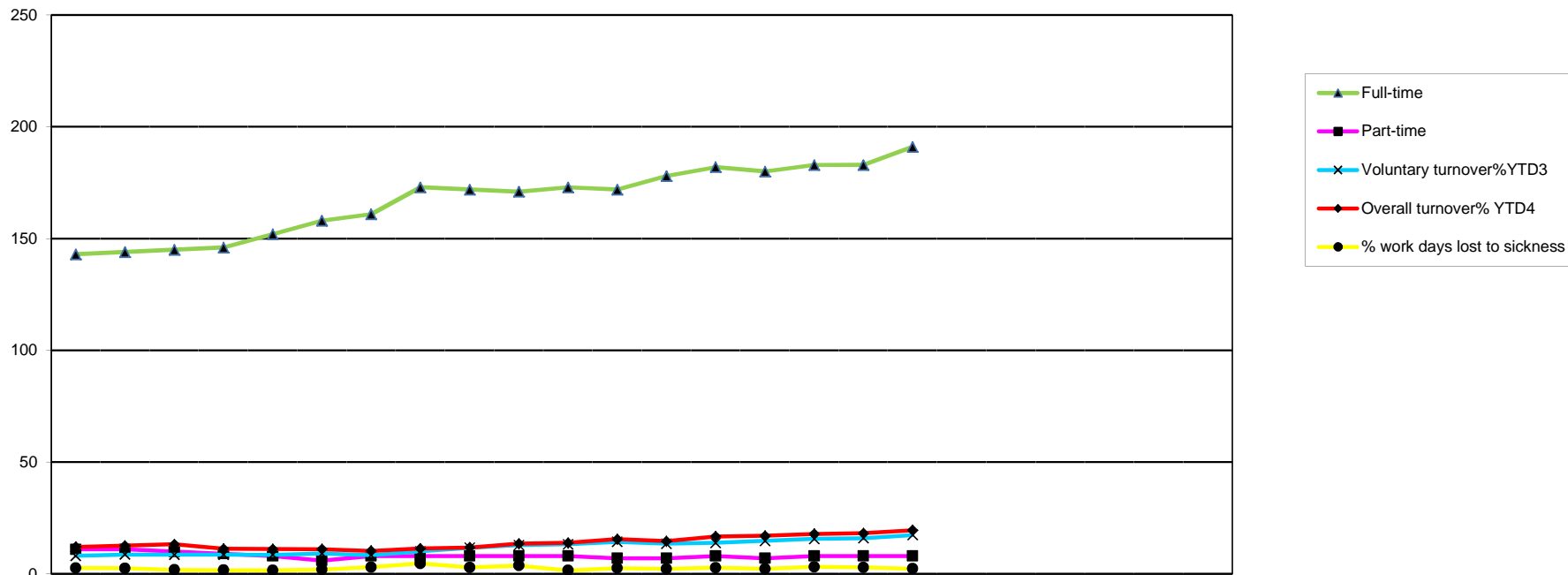
Other than recruitment, the main focus of the HR team's work has been participating in workshops to gather high level business and technical requirements for the new IT system. Arrangements for an OJEU (Official Journal of the European Union) procurement process are being put in place, including preparation of a PQQ. (Pre-Qualification Questionnaire).

Employee engagement survey

The HR team is in the process on designing the employee engagement survey, assisted by GB Training. The survey will ask employees for more information about some of the key themes identified in the organisational culture action plan, which was publicised to employees in October. Key themes include organisational and cross departmental communications and employee benefits.

Training and development

A redesigned Management Development programme is due to be launched in January 2014. The programme will focus on soft skills for managers at all levels. Focus groups to get input from managers into the programme have been arranged for early December.



	2013												2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
EMPLOYEES																								
Budgeted employees	165	165	165	165	186	186	186	186	186	186	186	186	204	204	204	204	204	204	204	204	204	204	204	204
Total employees	154	155	155	155	160	164	169	180	180	179	182	179	185	190	187	191	191	199						
Full-time	143	144	145	146	152	158	161	173	172	171	173	172	178	182	180	183	183	191						
Part-time	11	11	10	9	8	6	8	8	8	8	8	7	7	8	7	8	8	8						
FTE	152	153	153	153	159	163	168	180	179	178	180	178	184	189	186	189	189	197						
Permanent	146	147	148	148	154	159	166	177	175	173	176	174	180	185	182	185	186	190						
Fixed-Term Contracts	8	8	7	7	6	5	3	3	5	6	5	5	5	5	5	6	5	8						
Starters (permanent)	0	2	2	1	7	4	4	11	1	2	4	1	6	7	1	4	2	8						
Starters (fixed-term)	2	1	0	0	0	1	1	3	2	1	0	0	1	1	3	2	1	3						
Voluntary resignations¹	1	2	1	1	2	1	1	3	3	4	2	3	0	3	3	3	3	4						
Compulsory leavers ²	0	0	1	0	0	0	0	0	0	0	0	1	0	3	0	0	0	0						
Total leavers (vol. & comp.)	1	2	2	1	2	1	1	3	3	4	2	4	0	6	3	3	3	4						
Voluntary turnover%YTD³	8	9	9	9	9	9	8	10	12	13	13	14	14	14	15	16	16	17						
Overall turnover% YTD⁴	12	13	13	11	11	11	10	11	12	13	14	16	15	17	17	18	18	20						
Agency days	60	124	204	434	573	501	588	847	468	122	100	104	126	142	156	155	147	140						
% work days lost to sickness	3	2	2	2	2	2	3	5	3	4	2	3	2	3	2	3	3	2						
Average sick-days YTD	11	11	11	11	11	11	11	12	12	12	12	7	7	7	7	8	8	8						
Sick-days	84	88	60	58	59	71	112	183	114	146	63	102	84	111	84	139	117	96						
O.H. Refs	3	4	1	4	1	2	1	4	4	4	3	4	1	1	2	1	1	3						

2007/8	2008/9	09/10	10/11	11/12	12/13	13/14
FYE	FYE	FYE	FYE	FYE	FYE	YTD
	124	132	144	148	186	204
107	116	136	142	153	179	199
104	113	124	131	143	173	191
3	3	5	11	10	7	8
106	115	127	140	151	178	197
101	113	126	134	142	174	190
5	4	3	8	11	5	9
42	36	37	15	4	69	28
13	7	8	10	24	23	11
17	22	22	10	13	24	16
8	3	3	5	6	5	3
25	25	25	15	19	46	19
26	19	16	7	9	14	17
-	20	20	11	13	16	20
2742	1,149	1385	360	568	5043	865
3	4	3	2	2	3	3
	8	7	7	6	10	8
777	847	943	843	819	1834	632
19	27	10	13	15	44	9

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