

People and Resources Committee, 7 September 2023

Matters Arising

Executive summary and recommendations

Attached is an actions list as agreed at the last public meeting of the People and Resources Committee.

8 June 2023		
1	<p>Item 6. Matters arising (report ref: PRC 18/23)</p> <p>6.2 In response to a question the Executive confirmed that the High Court appeal referred to in matters arising 2 was progressing but no update was currently available. An update was due in the coming weeks and the Executive would inform the Committee of progress at its next meeting.</p>	<p>Executive:</p> <p>The Executive will provide a verbal update at this meeting.</p>
2	<p>Item 8. HR Performance Report Q4 2022-24 (report ref: PRC 20/23)</p> <p>8.2 In response to a question the Executive assured the Committee that: -</p> <p>(i) any delays in recruitment due to the HCPC's manager availability had been addressed and recruitment was a high priority for the organisation. The Committee requested that a forward view for recruitment be provided at the next meeting, which should include issues such as the HCPC's manager availability and also any changes or challenges in the recruitment market;</p> <p>(ii) CV and application training was being offered to employees to assist in preparing those staff applying for internal promotion. The Executive would review the naming of the training; and</p> <p>(iii) the Executive would consider the frequency and balance of the survey as well as the response rates from specific departments.</p>	<p>Executive:</p> <p>(i) An update has been provided in the HR performance report Q1</p> <p>(ii) This course will be renamed to reflect its focus on personal development.</p> <p>(iii) Frequency has been discussed and agreed that we shall continue with quarterly surveys in order to continue temperature checking the way in which employees are feeling. Q1 received a higher response rate – 60% compared to 42%. Additional questions will be added to the survey depending on business needs. E.g. Q2 will have sustainability questions added.</p>
3	<p>Item 8. HR Performance Report Q4 2022-24</p>	<p>Executive:</p>

	<p>(report ref: PRC 20/23)</p> <p>8.3 The Committee highlighted that the consistency of reporting needed to be addressed across the teams, with an agreed data point being used to allow comparisons. The Executive agreed to review its reporting and to also use appropriate measures when dealing with smaller numbers</p>	<p>Finance and HR numbers are now aligned. HR KPI report now shows data across the month as well as capturing the data on the last date of the month (e.g. FTE)</p>
4	<p>Item 8. HR Performance Report Q4 2022-24 (report ref: PRC 20/23)</p> <p>8.4 The Committee suggested that it would be helpful if the report highlighted the top three items that were of particular significance or concern to the team. The Executive agreed to include that in the next iteration of the report</p>	<p>Executive:</p> <p>The report now includes areas for development and action.</p>
5	<p>Item 9. HR Pulse survey results (report ref: PRC 21/23)</p> <p>9.3 The Committee again noted that the two largest departments, FtP and Registration had the lowest response rate. The Executive assured the Committee that they were mindful of reaching those who were not engaging with the survey or workshops and would seek to address this by working with employee forum representatives to identify the reasons why and how best to promote involvement. They would also take a view on the optimum frequency of the survey. The Executive further noted that the employee away day represented a good opportunity to engage with all colleagues.</p>	<p>Executive:</p> <p>The Q1 pulse survey was launched a day before the away day- this was tactical, as it gave HR colleagues an opportunity to spread themselves across the day to promote the pulse survey. In addition, as we had the culture advocates from our workshop, they too were able to promote the value in providing feedback to the organisation. HR also worked closely with EF reps to push out the survey and encourage participation. HR also contacted managers within each area. The response rates within FTP and Registrations have improved but there is still room for improvement. It is hoped that with the launch of the two new mentoring programmes, Mentors and Mentees could use this as an opportunity to get talking about the benefits of feedback and share this with their teams.</p>

6	<p>Item 11. Partner Report Q4 2022-23(report ref: PRC22/23)</p> <p>11.3 In a response to a request, the Executive agreed to include subgroups to the Partner establishment table, detailing where partners are used for multiple roles or only fulfil one role.</p>	<p>Executive:</p> <p>The report now includes the table with info on Partners with dual or multiple roles.</p>
7	<p>Item 11. Partner Report Q4 2022-23(report ref: PRC22/23)</p> <p>11.4 The Executive agreed to include in future iterations of the report, the two or three headline risks or actions that the Committee should be alerted to.</p>	<p>Executive:</p> <p>The following areas of concerns and risks were identified:</p> <p>(1) Sudden increase of international applications higher the demand on partners. This might require additional recruitment outside the scope of what has been allocated for this FY. We are mitigating the risk by working closely with the Head of Registration to ensure sufficient partners are available to complete the required work.</p> <p>(2) The role of lead visitor and visitor in Education doesn't attract the interest we have for other partner roles, and this can make it difficult to fill open vacancies. We are mitigating the risk by working closely with the Head of Education, reviewing our current approach, and by re-advertising for unfilled roles.</p>

Decision

The Committee is requested to note the document. No decision is required.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

Financial implications

None.

Appendices

None.

Date of paper

31 August 2023