

Employee Resourcing

A newly created post of Customer Services Manager was advertised in July this year in the Evening Standard newspaper and interviews were held on 5 September. This post will fit in with the recent Registrations Departments re-organisation, and enable more efficient management coverage across Registrations teams.

Following advertising of a Case Manager vacancy in the Fitness to Practise Department, an external candidate, Gurjinderjit Hayer was successful and commences on 17 September.

Following the resignation of the IT Support Analyst, this post was advertised on 22nd June and interviews for the post were held on 12th July. This proved a difficult position to fill in terms of finding someone with both technical expertise and sound interpersonal skills. The first day of interviews was unsuccessful. After re-advertising and two further rounds of interviews, Richard Watling was appointed to the post and commenced on 28 August.

The newly created post this year of IT Support Co-ordinator was advertised on 11 July. Interviews were held on 31 July and James McMahan was appointed to the post.

Charlotte Urwin, who was seconded to the Policy and Standards Department over the past three months from the HR Department, was permanently appointed to the post of Policy Officer in August following advertising. This leaves a vacancy for a Team

Administrator in the HR Department and advertising is currently taking place to fill this post.

Following the resignation of Nil Patel, Finance Officer, Finance Department, this vacancy was advertised in July. Interviews were held on 23 August and Aston Wilson will commence on 1 October.

An internal secondment opportunity was advertised in July for a CPD Communications Manager, who will be responsible for undertaking a programme of talks, presentations and workshops which communicate the HPC's continuing professional development (CPD) audit process and requirements to key audiences, particularly registrants and employers. Mark Potter, Customer Services Manager (Registrations Department), was successful in being appointed to this six month secondment and will commence two days a week in this role in October.

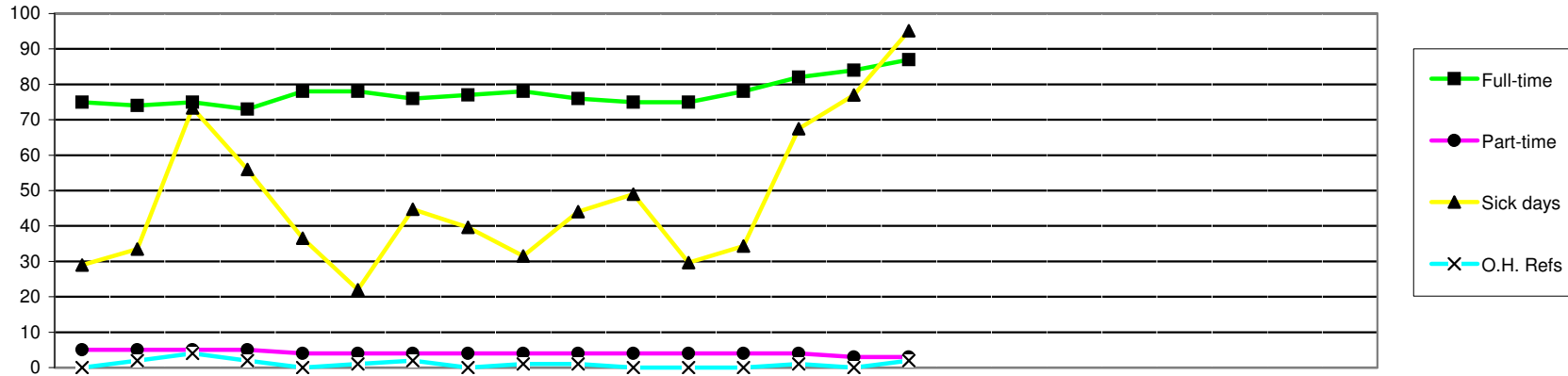
Sophie Butcher, Secretary to Committees, resigned in July and her post will be advertised in September along with the three new posts for Fitness to Practise Managers which were created in the recent re-organisation which was approved by Council in July.

Pension Scheme

Two pensions presentations were held on 23 August for employees and the Committee will be updated on the content of these in a separate paper tabled by the Director of Finance.

Employee Handbook

The Director of Human Resources and Human Resources Manager have spent a great deal of time over the past month updating the Employee Handbook (for example, the legislation covering maternity leave entitlements has changed recently). Following consultation with employees, any proposed amendments will be provided to the Finance and Resources Committee at their November meeting for discussion/approval.



	2006			2007									2008			2004/5	2005/6	2006/7	2007/8										
	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	YTD	
EMPLOYEES																													
Full-time	75	74	75	73	78	78	76	77	78	76	75	75	78	82	84	87										65	73	75	84
Part-time	5	5	5	5	4	4	4	4	4	4	4	4	4	4	4	3	3									4	5	4	3
TOTAL	80	79	80	78	82	82	80	81	82	80	79	79	82	86	87	90										69	78	79	87
FTE	78	78	78	76	80	80	78	79	80	78	77	77	80	84	85	89										67	76	77	85
Permanent	76	77	78	76	81	80	77	77	80	78	76	78	79	81	87	79										62	74	78	87
Temporary	4	3	2	2	1	2	4	4	2	2	3	1	3	3	0	1									5	4	1	0	
Starters	6	2	3	1	5	5	2	1	2	0	2	3	6	4	2	6									1	6	32	18	
Leavers	3	2	3	1	5	4	0	0	1	3	3	2	2	1	5	1									0	3	27	9	
Turnover (%)	4	3	4	1	6	5	0	0	1.2	3.7	3.7	0	2	1	6	1									0	1	31	11	
Agency Days	100	234	166	270	213	219	150	95	100	147	143	32	129	0	0	0									11	95	1,869	129	
Sick days	29	34	73	56	37	22	44.7	39.6	31.5	44	49	29.7	34	67	77	95									570	846	489	274	
O.H. Refs	0	2	4	2	0	1	2	0	1	1	0	0	0	1	0	2									0	0	13	3	
CONTRACTORS																													
Full-time	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2										2	2	2	2
Part-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										0	0	0	0
TOTAL	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2										2	2	2	2
FTE	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2										2	2	2	2
Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										0	0	0	0
Temporary	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2										2	2	2	2
Starters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										0	0	0	0
Leavers	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1										0	0	1	4
Turnover (%)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										0	0	0	0
Sick days	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										0	0	0	0
O.H. Refs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										0	0	0	0
TOTAL C & E	82	82	83	81	85	85	83	84	85	83	82	81	84	88	89	92										71	80	81	89

FTE: Full-time equivalent NOTE: Contractors are NOT included in the total number of employees
 O.H.Refs: Occupational health referrals NOTE: Temporary employees are included in the total number of employees from November 2005 onwards
 For "FYE" and "YTD" sick-days total is for whole year or year to date