

Employee Resourcing

Following advertising in February, all three permanent Registration Advisor posts have been filled. Within this time, a further Registration Advisor vacancy arose due to the internal promotion of Jameel Anwar to the Team Administrator post in the Fitness to Practise Department. This vacancy has also been advertised and filled. Anoop Cheema, James Bunting, Siobhan Carson and Tara Spencer join the HPC on 1 April 2008. The two twelve month contract posts to cover two employees who are taking maternity leave were not filled and these posts have been re-advertised.

Following the re-organisation of the Education – Approvals and Monitoring Department, the two newly created Education Manager posts reporting to the Head of Education were advertised in February. These were filled by internal employees who were previously Education Officers (Osama Ammar and Tracey Samuel-Smith). One candidate worked in a university prior to working for the HPC and the other has extensive experience working in equivalent education departments of other regulatory bodies. There are no vacancies now remaining in this department.

Several internal promotions within the Fitness to Practise Department over the past few months resulted in advertising for two Administrators, two Hearings Officers and a Case Manager. As outlined earlier, one vacancy for an Administrator was filled internally by Jameel Anwar, one Hearings Officer vacancy was filled by an external candidate Brendon Edmonds and a Scheduling Officer post was filled by another external candidate

Rachel Bull. Interviews are being held for the remaining Administrator vacancy, Hearings Officer vacancy, and Case Manager vacancy during March 2007.

Training

Interview technique training has been organised for the month of May, for new managers who sit on interview panels. This is to ensure that interviewing is competency based and meets all legislative requirements. We are currently also in the process of organising a training day for these managers on investigations, and disciplinary and grievance processes.

Following all employees being trained on equality and diversity over the past year, an ongoing rolling training program for any new employees who join the HPC will now continue so that all new starters are captured in this training.

Performance Review Process

The department has been overseeing the annual performance review process, compiling the completed performance reviews, and ensuring that any training needs are documented and followed up.

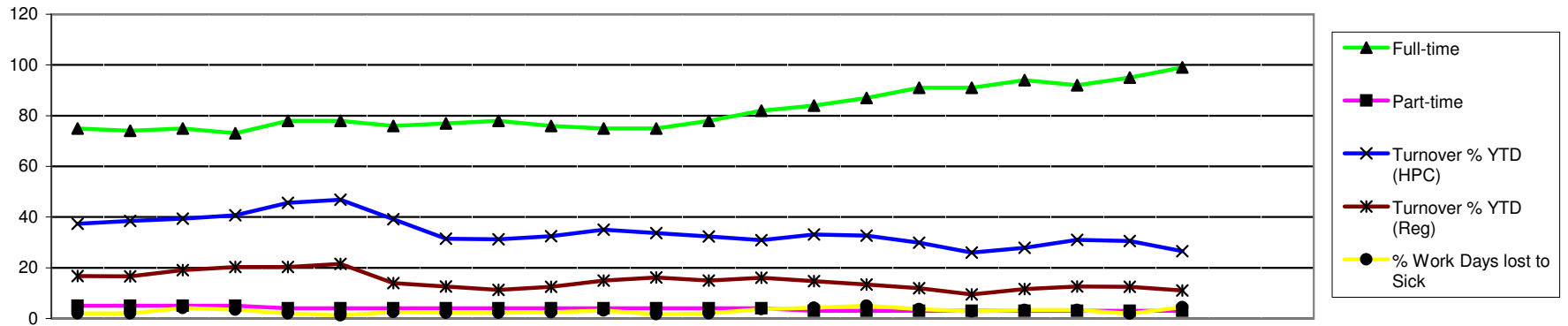
Pay Review Process

Following decisions by the Remuneration Committee on 6 March 2008, the department has started to prepare all the necessary letters and paperwork to implement any approved increases for employees.

Reporting on Employee Turnover and Sickness Absence

Following requests made at the Finance and Resources Committee meeting on 6 February 2008, the management report from HR has been amended. Sickness absence was previously reported as number of days per month. Turnover was expressed as a percentage each month. These have been changed and the report now shows the following;

- sickness absence and turnover are now shown as percentages from April 2006 onwards to show the Committee longer term trends;
- sickness absence is now shown as a percentage of working days lost each month out of the total working days available; and
- turnover is now shown as a rolling-year percentage with a turnover figure calculated each month. The calculation for any current month is the total permanent leavers for the twelve months ending in the current month as a percentage of the average number of permanent employees over that twelve month period.



	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
EMPLOYEES																											
Full-time	75	74	75	73	78	78	76	77	78	76	75	75	78	82	84	87	91	91	94	92	95	99	65	73	75	99	
Part-time	5	5	5	5	4	4	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	4	5	4	3
TOTAL	80	79	80	78	82	82	80	81	82	80	79	79	82	86	87	90	94	94	97	95	98	102	69	78	79	102	
FTE	78	78	78	76	80	80	78	79	80	78	77	77	80	84	85	89	93	93	95.5	93.5	96.5	101	67	76	77	100.5	
Permanent	76	77	78	76	81	80	77	77	80	78	76	78	79	81	87	79	90	90	93	90	90	96	62	74	78	96	
Temporary	4	3	2	2	1	2	4	4	2	2	3	1	3	3	0	1	4	4	4	5	8	8	5	4	1	8	
Starters	6	2	3	1	5	5	2	1	2	0	2	3	6	4	2	6	7	3	4	1	6	5	1	6	32	44	
Leavers (HPC)	3	2	3	1	5	4	0	0	1	3	3	2	2	1	5	1	3	1	2	3	1	0	0	3	27	19	
Leavers (Reg)	2	0	2	1	1	3	0	0	0	1	2	1	1	1	1	0	0	1	2	1	0	0	*	11	13	7	
Turnover % YTD (HPC)	37.4	38.42	39.4	40.7	45.7	46.8	39.2	31.4	31.2	32.4	35	33.7	32.4	30.9	33.1	32.7	29.9	26	27.9	31	30.5	26.6	*	*	38	30	
Turnover % YTD (Reg)	16.8	16.65	19.1	20.3	20.3	21.5	13.9	12.6	11.2	12.5	15	16.2	14.9	16.1	14.7	13.3	12	9.47	11.6	12.6	12.4	11.1	*	*	16	13	
Agency Days	100	234	166	270	213	219	150	95	100	147	143	32	129	169	304	282	353	253	200	251	174	189	11	95	1,869	2,304	
% Work Days lost to Sick	2	2	4	3	2	1	3	2	2	3	3	2	2	4	4	5	4	3	3	3	2	5	*	*	2	3	
O.H. Refs	0	2	4	2	0	1	2	0	1	1	0	0	0	1	0	2	2	2	1	3	2	4	0	0	13	17	
CONTRACTORS																											
Full-time	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	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	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	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	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	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	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	0	0	0	0	0	0	
Leavers	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Turnover (%)	0	0	0	0	0	0	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	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	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	96	96	99	97	100	104	71	80	81	104	

FTE: Full-time equivalent O.H.Refs: Occupational health referrals NOTE: Contractors are NOT included in the total number of employees and temporary employees 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

* Changes to report data requested from April 2006 onwards