

HUMAN RESOURCES – Denise Thompson

Employee Resourcing

The Team Administrators for the Education and Fitness to Practise departments are in post and inductions are underway.

Maternity cover arrangements are in place for the post of Manager, CPD/Aspirant Groups. Again, induction and handover arrangements have begun.

The Partner Manager and HR Team Administrator jobs have been recruited to. These new recruits join on the 2nd December and the 29th November respectively.

Interviews for the Education Officer and Team Administrator, Secretariat are scheduled for December.

Following the recent round of interviews, the Manager, Approvals/Monitoring will be re-advertised early December.

Partner Programme

The framework for a partners' performance review system is under development. This system will be introduced as a pilot by next May. More information on the mechanics of this system will be available by the end of this year.

The HR Director will present at the next panel member training in December.

Work continues on all stages of the partner recruitment and selection process.

HR Information System

Data migration of employee and partner information was achieved by the 19th November deadline. By the 26th November the IT department in conjunction with InfoSupport (the provider), will have completed the testing phase.

The *Go Live* date for this information system is still on track for the 30th November. Members of the department will attend training in early December on the report functionality.

Projects/ matters to note

Audit of HR department in December
Occupational health referrals

Ethnicity report for December Council

Flexible working in Registration department

Review and revision of Dress Policy by January

Development of customer services standards for Registration

Roll out of IT training programme from January