

## HUMAN RESOURCES – Larissa Foster and Liz McKell

### **Employee Resourcing**

An interim Finance Manager was sourced, interviews were held on 6<sup>th</sup> June 2005, and on 8<sup>th</sup> July 2005 Simon Leicester commenced in the position on a temporary basis. His appointment is on a temporary basis, until new permanent Finance Manager can be sourced. This has been advertised and interviews to be held in early August.

An interview was held for the advertised positions of Education Officers. Nicole Borg and Joanna Kasmir were appointed to the positions. Advertising is in process to replace Joanna Kasmir in her previous position of Team Administrator, Education and Policy Department.

Five temporary Registration Officers have been appointed to short term (four month) contracts to deal with the extra workload during the current peak period of Registrations renewals. This has minimised costs to HPC by negating the need to employ temps through agencies.

A permanent Human Resources Manager, Larissa Foster, was appointed in July 2005. The position had previously been filled on a contract basis.

### **Flexible Working**

Flexible working has now been launched in the Registrations Departments, with hours open to Registrants from 8.00am to 6.00pm.

This scheme enables employees to work extra hours in peak periods of work, and provides a better service to Registrants.

### **Other Employee Matters**

Job descriptions – HR has started the project of updating all job descriptions into a standard format. The Communications Department job descriptions have been completed.

Employee contracts – a review of the current employee contracts is being undertaken in conjunction with the recommendations made by the HR Lawyers at Kingsley Napley.

### **Partners**

#### **Recent Appointments**

14 **Fitness to Practise Panel Chairs** have now been appointed and approved by Council. Their contract will commence on 8<sup>th</sup> July 2005.

Interviews for Visitors have now finished with a total of 36 people in the process of being appointed (8 Arts Therapists, 7 ODPs, 14 Paramedics and 7 Biomedical Scientists). References are currently being sought and once they have been received Council will be asked to approve the appointments.

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2005-07-20	a	HRD	PPR	Finance and Resources Committee July 2005	Final DD: None	Internal RD: None

**Partners cont.**

**Training:** Visitor training is planned for the 16/08 and 27/10. No other Partner training is planned for 2005.

**Other Partner Projects**

**Partner Performance Review** - work is currently underway to build the Partner Performance Review process. It is anticipated that this will be a 'light touch' approach which will also give Partners the opportunity to feedback their experience of working with the HPC. An initial scheme for each Partner role will be piloted by the end September 2005.

**Homer** – In order to prepare for the exit process for Partners, work will be done on Homer (HR's database) to pinpoint when Partners contracts end and how may Partners we will loose broken down by role and profession. This will help with the Exit Process and forward planning how many Partners HPC will need to retain.

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