

Employee Resourcing

Following the transfer of Roy Dunn to the role of Head of Business Process Improvement, the vacancy for Director of IT was advertised in the Guardian newspaper. Interviews were held in December, with the panel consisting of Marc Seale, Keith Ross, Anna van der gaag, Kelly Webster (HR representative), and David Wedge (IT consultant from Tranact). Guy Gaskins was appointed to the post, and commenced on 7 January 2008.

The remaining Registration Advisor posts (three) have been advertised in January, along with two twelve month contract posts to cover two employees who are taking maternity leave.

Interviews were held in November for the two Education Officer vacancies in the Education – Approvals and Monitoring Department. Both were filled, leaving no remaining vacancies for Education Officers. Elisa Simeoni commenced on 17 December 2007, and Paula Lescott commenced on 7 January 2008.

Following a re-organisation of the above department in December due to increasing size, Abigail Creighton's job title will be changed in January from Education Manager to Head of Education. Two newly created Education Manager posts which report to the Head of Education will then be advertised in February 2008. This will provide much needed support on a managerial level for Abigail Creighton who is currently the line manager of the entire department.

Following the Fitness to Practise Department's re-organisation, and advertising in the Guardian newspaper, interviews were held

for three Lead Case Managers and a Hearings Manager in November. All posts were successfully filled at the time, however since then, one candidate has withdrawn prior to commencing as a Lead Case Manager. This Lead Case Manager vacancy will therefore need to be re-advertised. Alison Abodarham, an external candidate from the NMC was appointed as Hearings Manager. Zoe Maquire (an internal candidate) and Russel Brown (an external candidate from the GMC) were appointed as Lead Case Managers. All have now commenced in their new roles.

Following advertising in the Evening Standard newspaper in November for a twelve month contract Procurement Officer, reporting to the Director of Finance, interviews were held in December and Karim Meghani was appointed to the post.

Victoria Smyth, Communications Manager, is taking an anticipated twelve month period of maternity leave from February 2008. Interviews were held for a twelve month contract employee to fill the post and Ebony Gayle will commence on 18 February 2008.

Employee Handbook

Following Finance and Resources Committee approval of the updated employee handbook on 20 November, at an "all employee" meeting on 8 January 2008, the final version of the handbook which incorporated feedback which arose during the consultation was rolled out to employees. This will be effective on 20 February 2008.

Human Resources Department Audit

The Human Resources department recently underwent a BSI Audit. The BSI auditor looked at training and development, including processes around training evaluation. The audit was successful with no recommendations given to the management of this area of human resources.

Professional Personnel

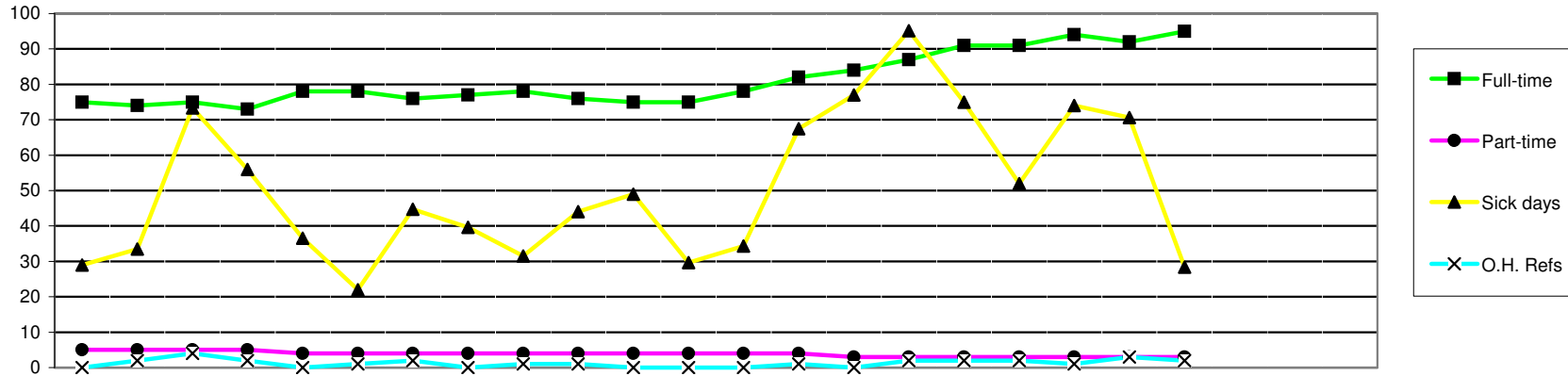
During December most of the department's time has been spent rolling out HRinfo (the employee intranet system in which all documents can be accessed on line and leave can be applied for electronically). All employees are now accessing and using the system, which results in less paper use and greater efficiency in processing information. Feedback from employees and managers has been positive.

Training

All new managers undertook a Performance Management training course on 11 January 2008 to train them on conducting the annual performance reviews in February 2008.

Income Data Services (IDS)

All employee job descriptions have now been returned with their external job market evaluations from IDS. The department has been working on the pay review process with the Financial Controller so that this is ready to present to the Remuneration Committee in March.



	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	91	91	94	92	95					65	73	75	95
Part-time	5	5	5	5	4	4	4	4	4	4	4	4	4	4	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					69	78	79	98
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					67	76	77	96.5
Permanent	76	77	78	76	81	80	77	77	80	78	76	78	79	81	87	79	90	90	93	90	90					62	74	78	90
Temporary	4	3	2	2	1	2	4	4	2	2	3	1	3	3	0	1	4	4	4	5	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				1	6	32	39	
Leavers	3	2	3	1	5	4	0	0	1	3	3	2	2	1	5	1	3	1	2	3	1				0	3	27	19	
Turnover (%)	4	3	4	1	6	5	0	0	1.2	3.7	3.7	0	2	1	6	1	3	1.06	2	5.1	1				0	1	31	23	
Agency Days	100	234	166	270	213	219	150	95	100	147	143	32	129	169	304	282	353	253	200	251	0				11	95	1,869	1,941	
Sick days	29	34	73	56	37	22	44.7	39.6	31.5	44	49	29.7	34	67	77	95	75	52	74	70.6	28.4				570	846	489	574	
O.H. Refs	0	2	4	2	0	1	2	0	1	1	0	0	0	1	0	2	2	2	1	3	2				0	0	13	13	
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
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
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
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
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
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
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
Leavers	0	0	0	0	0	0	0	0	0	0	0	1	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
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
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
TOTAL C & E	82	82	83	81	85	85	83	84	85	83	82	81	84	88	89	92	96	96	99	97	100					71	80	81	100

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