

## Employee Resourcing

### Director Vacancies

Following the resignation of Simon Leicester, Director of Finance and Rachel Tripp, Director of Policy and Standards, we now have two vacancies at director level.

Recruitment for the Finance Director position has commenced with first round interviews completed on 2 April 2009. Second Round interviews are scheduled for 24 April from which the final two candidates will be sent forward for psychometric testing and a question and answer session with EMT on 27 April 2009.

Michael Guthrie is currently acting as Director of Policy and Standards to cover Rachel's maternity leave which was due to end on 1 August 2009.

### Education

Interviews were held in February for two additional Education Officer posts approved in the Education Department's 2008/09 work-plan in anticipation of the on-boarding of Practitioner Psychologists. Two offers were made and accepted; one external appointment, Neil Strevett, and one internal appointment, Rachel Greig, a temporary administrator with HPC. Both employees started on 16 March 2009.

### Fitness to Practice

Jason Rowbottom was appointed to the post of Hearings Officer and joined HPC on 26 February 2009.

Three Case Managers were recruited following two days of interviews on 4 & 5 March. Two of these positions resulted from staff turnover, the third is a new position identified in the 2009/10 work plan to cover additional workload arising from the on-boarding of Practitioner Psychologists. Katherine Finn and Padiah Dolatskahi took up their appointments on 1 April 2009 and Alan Shilibeer is due to commence on 5 May 2009.

Two new positions of Lead Hearings Officer and Administration Coordinator are currently being advertised.

### Policy

Interviews for the 12 month fixed term contract of Policy Manager took place on 24 February and an internal candidate Charlotte Urwin was appointed starting from 1 April 2009. An advertisement has been placed for the resultant Policy Officer vacancy with interviews scheduled to take place on 7 May 2009.

### Registrations

Following interviews in February Melanie Harell and Eliza Dominguez-Nunez were appointed to Registration Advisor posts.

Interviews were held in March for the post of Customer Services Manager and David Waddle, Team Leader, was successfully appointed. His promotion from 1 April 2009 left a vacancy for a Team Leader, and this position and two

additional Team Leader positions were advertised in March 2009. Following interviews on 03 April 2009 offers were made to three candidates, two internal and one external. James Wilson and Anna Lubasinska will take up their new posts on 1 May 2009 and we await confirmation of a start date for Chantelle Mayoss our external candidate.

James's and Anna's internal promotions will result in two Registration Advisor vacancies during a very busy period for Registrations and HR is currently liaising with Richard Houghton to arrange a recruitment schedule.

## **Other HR Activities**

### **Annual Performance Development Review Process**

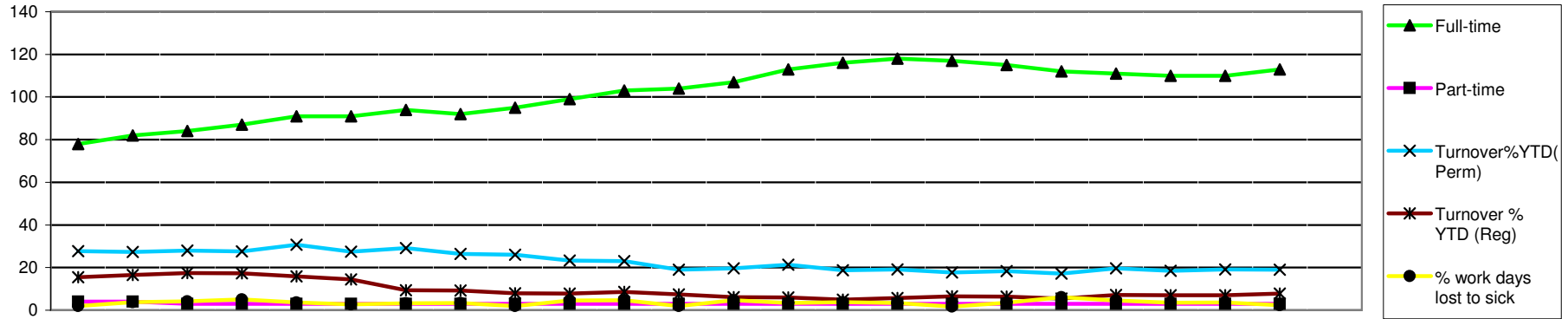
The annual training for the HPC's Performance and Development Review process took place on 6 February 2009. Feedback from attendees was positive and the benefit of training was evident in the smooth running of the performance review process. All managers completed reviews for their employees by the deadline of 27 February 2009.

### **Training**

The HR department are in the process of conducting a training needs analysis based on the training requests and recommendations contained in the performance reviews.

### **Salary Reviews**

The annual salary review process has now been completed in partnership with the finance team. The proposed salary increases were approved by the Remuneration Committee and Council in March and the increases became effective on 1 April 2009.



	2007												2008												2009												2005/6	2006/7	2007/8	2008/9
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	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
<b>EMPLOYEES</b>																																								
<b>Total Employees</b>	82	86	87	90	94	94	97	95	98	102	106	107	110	116	119	121	120	118	115	114	113	113	116	110	116	119	121	120	118	115	114	113	113	116	78	79	107	116		
Full-time	78	82	84	87	91	91	94	92	95	99	103	104	107	113	116	118	117	115	112	111	110	110	113	107	113	116	118	117	115	112	111	110	110	113	73	75	104	113		
Part-time	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	5	4	3	3		
FTE	80	84	85	89	93	93	95.5	93.5	96.5	100.5	101.5	106	108.5	114.5	117.5	119.5	118.5	116.5	113.5	112.5	112.0	111.5	114.5	108.5	114.5	117.5	119.5	118.5	116.5	113.5	112.5	112.0	111.5	114.5	76	77	105.5	114.5		
<b>Permanent</b>	79	81	87	79	90	90	93	90	90	96	96	101	106	110	113	116	116	114	111	111	110	110	113	106	110	113	116	116	114	111	111	110	110	113	74	78	101	113		
Starters (Permanent)	5	4	2	5	3	3	4	0	3	4	7	2	6	7	4	3	0	0	1	0	4	1	5	6	7	4	3	0	0	1	0	4	1	5	6	46	42	5		
Leavers (Permanent)	2	1	3	0	3	1	2	3	1	0	1	0	3	3	1	1	2	2	1	6	0	1	1	3	3	1	1	2	2	1	6	0	1	1	3	20	17	22		
Turnover%YTD(Perm)	27.71	27.27	27.97	27.57	30.7	27.41	29.18	26.37	26.09	23.32	22.97	19.03	19.65	21.28	18.72	19.14	17.75	18.37	17.16	19.69	18.46	19.18	18.93	19.65	21.28	18.72	19.14	17.75	18.37	17.16	19.69	18.46	19.18	18.93	*	30	26	19		
<b>Fixed-Term Contracts</b>	3	3	0	1	4	4	4	5	8	8	7	5	4	6	8	5	4	4	4	3	3	3	4	4	6	8	5	4	4	4	3	3	3	4	4	1	5	3		
Starters (Fixed-Term)	1	0	0	1	4	0	0	1	3	1	0	2	0	3	2	0	0	0	0	0	0	1	1	0	3	2	0	0	0	0	0	0	0	1	1	1	2	0		
Leavers (Fixed-Term)	0	0	2	1	0	0	0	0	0	0	1	4	1	0	0	1	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	1	0	0	1	1	4	0		
<b>Leavers (Reg)</b>	1	1	1	0	0	1	2	1	0	0	0	0	0	1	0	1	1	1	1	3	0	0	1	0	1	0	1	1	1	1	3	0	0	1	11	7	9	1		
<b>Turnover % YTD (Reg)</b>	15.43	16.49	17.5	17.28	15.82	14.4	9.43	9.257	7.925	7.756	8.65	7.38	6.175	6.02	4.886	5.719	6.537	6.417	5.426	7.132	7.054	6.997	7.815	6.175	6.02	4.886	5.719	6.537	6.417	5.426	7.132	7.054	6.997	7.815	*	13	6	33		
<b>Agency Days</b>	129	169	304	282	353	253	200	251	174	189	192	246	199	253	69	27	44	58	59	65.5	75	75	112	199	253	69	27	44	58	59	65.5	75	75	112	95	2,590	2,742	1037		
<b>% work days lost to sick</b>	2	4	4	5	4	3	3	3	2	5	5	2	5	3	4	3	2	3	6	5	4	4	2	5	3	4	3	2	3	6	5	4	4	2	*	4	3	4		
<b>Sick days</b>	34	67	77	95	75	52	74	70.6	31.5	78.23	85.22	36.4	88	67	76	71	36	70	119	88.4	68.36	71.18	45.56	48.49	88	67	76	71	36	70	119	88.4	68.36	71.18	45.56	48.49	846	795	777	
<b>O.H. Refs</b>	0	1	0	2	2	2	1	3	2	4	1	1	2	1	2	1	4	3	2	3	1	3	4	1	2	1	2	1	4	3	2	3	1	3	4	1	0	18	19	3
<b>CONTRACTORS</b>																																								
<b>TOTAL</b>	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	2	2	2	1		
Full-time	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	2	2	2	1		
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	0	0	0	0	0	0	0	0	0	0	0	0		
FTE	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	2	2	2	1		
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	0	0	0	0	0	0	0	0	0	0	0	0		
Leavers	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	0	0	0	0	0	0	0	0	0	0	0	0		
<b>TOTAL C &amp; E</b>	84	88	89	92	96	96	99	97	100	104	108	109	112	118	121	123	121	119	116	115	114	114	117	112	118	121	123	121	119	116	115	114	114	117	80	81	109	117		

FTE: Full-time equivalent O.H.Refs: Occupational health referrals NOTE: Contractors are NOT included in the total number of employees  
 For "FYE" and "YTD" sick-days total is for whole year or year to date  
 Fixed-Term Contract employees are not included in the overall turnover figure so it accurately reflects the number of permanent employees leaving

\* Changes to report data requested from April 2006 onwards

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