

Employee Resourcing

Human Resources

Eva Nordstrom has been appointed to the fixed term post of Partner Administrator. Eva started her new role on 6th April.

Recruitment is in progress for a fixed term HR Manager to provide maternity cover for Rachel Watson.

Fitness to Practice

Recruitment is in progress for two new Case Support Officer posts, and for two Case Manager posts which are needed to replace Sabrina Adams and Ciara O'Dwyer following their promotion to Lead Case manager positions.

Policy

We are currently advertising the new post of Policy PA/ Team Administrator. This post replaces the Policy Officer post vacated by Sam Mars.

Communications

Recruitment is in progress for the new post of Communications Officer (Stakeholder Communications) created as part of a recent reorganisation of the Communications Department.

Other HR Activities

Training

HR has completed a training needs analysis based on learning requirements specified in APDRs, and has now set up a programme of training events in 2010 covering a range of skill areas including Excel, Presentation Skills, Assertiveness Skills, Time Management and Project Management.

Employee Assistance Programme

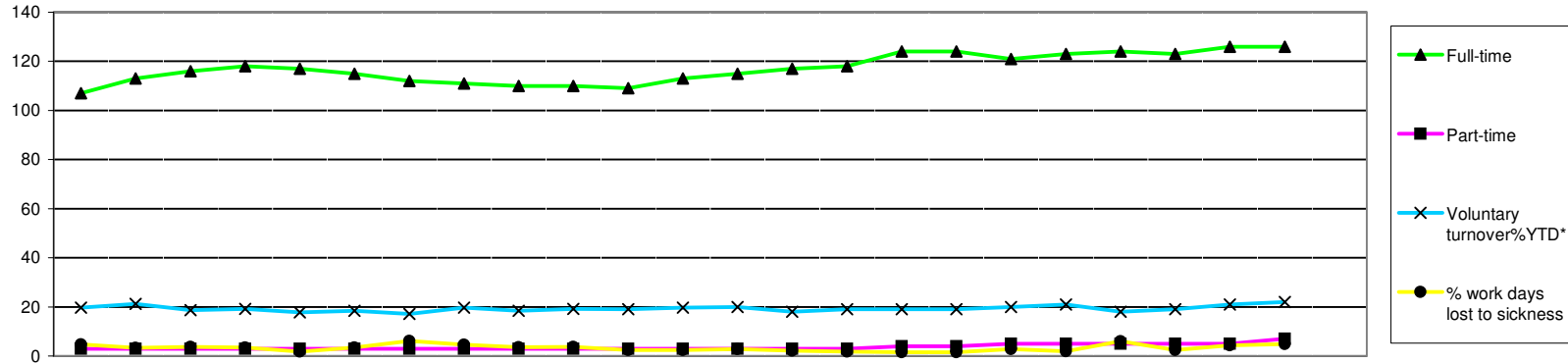
The HR Director gave a short presentation on the services provided by the Employee Assistance Programme at the All Employee Meeting on 15th April.

2010 Annual Pay Review

Pay letters have been issued to all employees following approval of the 2010-2011 budget by Council on 25th March and the payroll has been updated.

Review of Pay Policy and Process

The Remuneration Committee on 4th March noted the work done to date on reviewing the pay process and approved further work towards designing a new pay model to be implemented from April 2011. A project plan for this work has been produced, and employee briefings are being arranged for May. Consultation with employees will take place in June.



	2008			2009									2010									2005/6	2006/7	2007/8	2008/9	09/10			
	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	FYE	YTD
EMPLOYEES																													
Budgeted employees	124	124	124	124	124	124	124	124	124	124	124	124	132	132	132	132	132	132	132	132	132	132	132	132				124	132
Total employees	110	116	119	121	120	118	115	114	113	113	112	116	118	120	121	128	128	126	128	129	128	131	133	78	79	107	116	133	
Full-time	107	113	116	118	117	115	112	111	110	110	109	113	115	117	118	124	124	121	123	124	123	126	126	73	75	104	113	126	
Part-time	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	5	5	5	5	5	7	5	4	3	3	7	
FTE	109	115	118	120	119	117	114	113	112	112	111	112	117	119	120	126	126	124	126	127	126	129	131	76	77	106	115	131	
Permanent	106	110	113	116	116	114	111	111	110	110	109	113	115	116	117	122	123	123	126	125	128	129	74	78	101	113	129		
Starters (permanent)	6	7	4	3	0	0	1	0	4	1	5	5	4	5	1	5	2	1	3	3	2	5	4	6	46	42	36	35	
Leavers (permanent)	3	3	1	1	2	2	1	6	0	1	1	1	1	1	2	0	3	2	3	2	2	3	2	3	20	17	22	21	
Voluntary turnover%YTD*	20	21	19	19	18	18	17	20	18	19	19	20	20	18	19	19	19	20	21	18	19	21	22	*	30	26	19	20	
Overall turnover% YTD*	19	20	18	20	18	19	18	21	21	21	21	22	20	18	19	19	19	20	21	18	19	21	22				20	20	
Fixed-Term Contracts	4	6	8	5	4	4	4	4	3	3	3	4	4	4	4	6	5	3	4	3	3	3	4	1	5	4	3		
Starters (fixed-term)	0	3	2	0	0	0	0	0	0	0	1	1	0	0	0	3	1	1	1	0	0	0	1		1	13	7	7	
Leavers (fixed-term)	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	1	0	1	0	1	0	0	0		1	8	3	3	
Agency days	199	253	69	27	44	58	59	66	75	75	112	112	77	33	34	30	55	118	200	147	154	95	187	95	2590	2742	1,149	1,130	
% work days lost to sickness	5	3	4	3	2	3	6	5	4	4	2	2	3	2	2	1	2	3	2	6	2	4	5	*	4	3	4	3	
Average sick-days YTD	9	8	8	8	7	7	7	8	8	8	7	7	7	7	7	6	6	6	6	6	6	7	7				8	7	
Sick-days	88	67	76	71	36	70	119	88	68	71	46	48	65	50	46	44	40	79	53	163	59	113	128	846	795	777	847	840	
O.H. Refs	2	1	2	1	4	3	2	3	1	3	4	1	1	0	0	1	1	1	0	2	0	0	1	0	18	19	27	7	

* **Voluntary Turnover:** This figure records voluntary resignations only and excludes leavers due to expiries of fixed term contracts, redundancies, dismissals, & compulsory retirements. Prior to April 2009 only expiries of fixed term contracts were excluded

* **Overall Turnover:** this figure records turnover for all leavers, collected from April 2008 onwards

FTE: Full-time equivalent **O.H.Refs:** Occupational health referrals