

Employee Resourcing

Human Resources (Partners)

Interviews for the fixed term post of Partner Administrator to cover Marche Wilson's secondment to the HR team were held on 28th January. Hanna Crease was appointed and started her new role on 22nd February.

Projects

Denis Risman was appointed to the post of Project Manager following interviews on 8th February. Denis starts at the HPC on 22nd March.

Fitness to Practice

Interviews for two Lead Case Manager vacancies (one new post and one resulting from a resignation) took place on 4th March following an external advertising campaign. Two internal candidates were appointed; Sabrina Adams (currently Case and Witness Liaison Manager) and Ciara O'Dwyer (currently a Case Manager). Sabrina and Ciara take up their new posts on 1st April.

Sarah Gourlay was appointed to the post of Scheduling Officer following interviews on 2nd February.

Jonathan Dillon, currently a Case Manager, has been appointed to the post of Acting Lead Hearings Officer following interviews on 1st March. This acting up post has arisen following the resignation of Anaru Smiler.

Other HR Activities

Training

Equality and Diversity training for new employees is being held on 5th and 12th March.

Annual Performance Development Reviews (APDRs)

Most completed ADPRs have been received, and the HR team has started to conduct a training needs analysis based on learning requirements specified in APDRs.

Employee Consultation Group

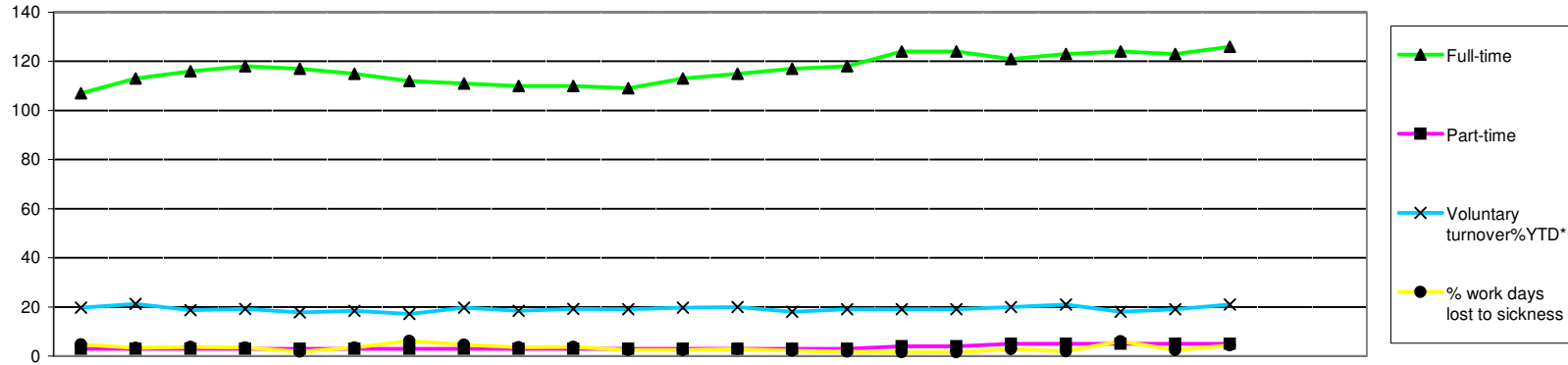
The third meeting of the Employee Consultation Group is taking place on 8th March with further meetings scheduled at 3 monthly intervals throughout 2010.

2009 Annual Pay Review

The HR team will be administering any changes to individuals' pay and issuing letters to all employees following approval of the 2010-2011 budget by Council on 25th March.

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. Planning meetings to take this work forward are now being held with remuneration specialists QCG.



	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		78	79	107	116	131	
Full-time	107	113	116	118	117	115	112	111	110	110	109	113	115	117	118	124	124	121	123	124	123	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		5	4	3	3	5	
FTE	109	115	118	120	119	117	114	113	112	112	111	112	117	119	120	126	126	124	126	127	126	129		76	77	106	115	129	
Permanent	106	110	113	116	116	114	111	111	110	110	109	113	115	116	117	122	123	123	123	126	125	128		74	78	101	113	128	
Starters (permanent)	6	7	4	3	0	0	1	0	4	1	5	5	4	5	1	5	2	1	3	3	2	5		6	46	42	36	31	
Leavers (permanent)	3	3	1	1	2	2	1	6	0	1	1	1	1	1	2	0	3	2	3	2	2	3		3	20	17	22	19	
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		*	30	26	19	19	
Overall turnover% YTD*	19	20	18	20	18	19	18	21	21	21	22	22	20	18	19	19	19	20	21	18	19	21					20	19	
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	13	7	6
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				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		95	2590	2742	1,149	943	
% 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		*	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					8	6	
Sick-days	88	67	76	71	36	70	119	88	68	71	46	48	65	50	46	44	40	79	53	163	59	113		846	795	777	847	712	
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		0	18	19	27	6	

* **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