

Employee Resourcing

IT

Recruitment is in progress for the post of Infrastructure Support Manager to replace Tyrone Goulbourne who is leaving the HPC later in the year.

Finance

On-line recruitment is in progress for the new fixed term (six months) post of Purchase Ledger Officer.

Fitness to Practice

On-line recruitment is in progress for the replacement posts of Case Manager and Scheduling Officer in FTP.

Registration

Three fixed term (six months) posts to replace Registration Advisers who resigned earlier in the year are being advertised on-line at present. One post has already been filled by Christopher French who joins the HPC in late August.

On-line advertising

Due to lower volumes of recruitment and in order to make cost savings, the HR department is trialling web-only advertising for certain jobs. Previously almost all recruitment was done via employment agencies. Costs, success rates and feedback from managers will be monitored closely and evaluated.

Training

Work has begun to create a management development program. A line manager focus group was held in late July and programme design and development is now in progress.

Policy Work

The HR team is in the process of reviewing policies on paternity leave to ensure compliance with new legislation, and is also preparing management guidance notes on probation.

Review of Pay Policy and Process

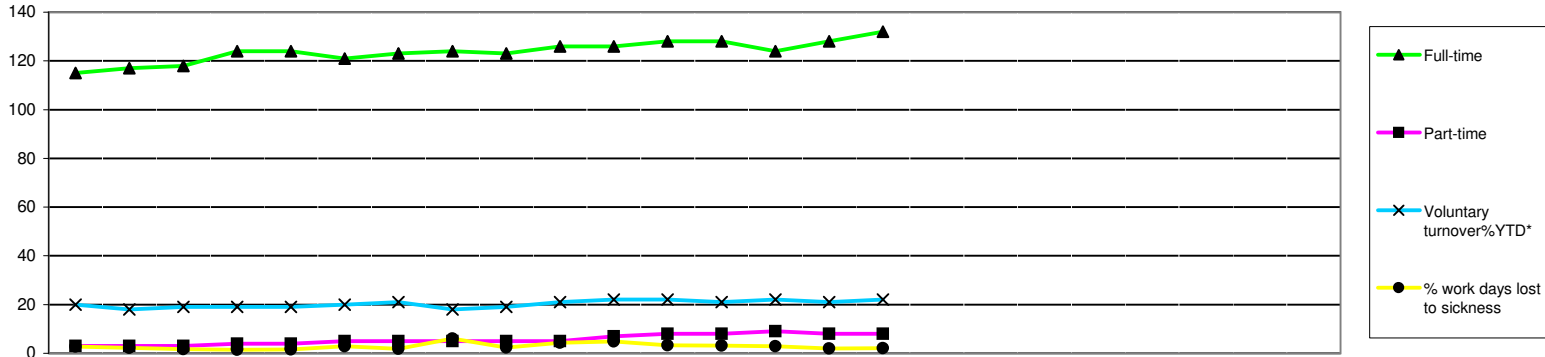
Employee consultation on provisional pay bands took place during June, and resulted in just 3 requests from employees to reconsider the banding of their roles. Cases for the 3 roles were considered by the internal pay working group and then by the EMT in July. A full progress report on the review has been submitted to the Remuneration Committee.

Internal Audit

The department will undergo an internal audit with the Business Process Improvement Department in September, in preparation for the formal BSI Human Resources audit in October. Processes and information on the intranet is being updated in preparation for the audits.

Employee Survey

The HR team is currently designing an employee attitude survey which will be circulated to all employees in October. Results will be analysed and appropriate action taken based on key findings later in the year.



	2009			2010									2011									2005/6	2006/7	2007/8	2008/9	09/10	10/11			
	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	FYE	YTD
EMPLOYEES																														
Budgeted employees	132	132	132	132	132	132	132	132	132	132	132	132	144	144	144	144	144	144	144	144	144	144	144	144				124	132	144
Total employees	118	120	121	128	128	126	128	129	128	131	133	136	136	133	137	140									78	79	107	116	136	140
Full-time	115	117	118	124	124	121	123	124	123	126	126	128	128	124	128	132									73	75	104	113	124	132
Part-time	3	3	3	4	4	5	5	5	5	5	7	8	8	9	8	8								5	4	3	3	5	8	
FTE	117	119	120	126	126	124	126	127	126	129	131	134	134	131	134	138								76	77	106	115	127	138	
Permanent	115	116	117	122	123	123	123	126	125	128	129	131	130	129	132	134								74	78	101	113	126	134	
Starters (permanent)	4	5	1	5	2	1	3	3	2	5	4	2	1	0	4	3								6	46	42	36	37	8	
Leavers (permanent)	1	1	2	0	3	2	3	2	2	3	2	1	0	2	1	1								3	20	17	22	22	4	
Voluntary turnover %YTD*	20	18	19	19	19	20	21	18	19	21	22	22	21	22	21	22								*	30	26	19	20	22	
Overall turnover % YTD*	20	18	19	19	19	20	21	18	19	21	22	22	22	23	21	22											20	20	22	
Fixed-Term Contracts	4	4	4	6	5	3	4	3	3	3	3	5	6	4	5	4							4	1	5	4	3	4		
Starters (fixed-term)	0	0	0	3	1	1	1	0	0	0	1	1	1	0	1	0										1	13	7	8	2
Leavers (fixed-term)	0	0	0	1	0	1	0	1	0	0	0	0	1	1	0	0									1	8	3	3	2	
Agency days	77	33	34	30	55	118	200	147	154	95	187	255	21	27	13									95	2590	2742	1,149	1385	61	
% work days lost to sickness	3	2	2	1	2	3	2	6	2	4	5	3	3	3	2	2								*	4	3	4	3	2	
Average sick-days YTD	7	7	7	6	6	6	6	6	6	7	7	7	7	8	8	8											8	7	8	
Sick-days	65	50	46	44	40	79	53	163	59	113	128	103	85	73	58	63							846	795	777	847	943	279		
O.H. Refs	1	0	0	1	1	1	0	2	0	0	1	3	3	0	2	2							0	18	19	27	10	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