

## **Employee resourcing**

### **HR (Partners)**

Interviews were held for the part-time replacement post of Partner Administrator in December. Amy McAuliffe was appointed and started work at the HPC on 18 January 2012.

### **IT**

Interviews were held for the new post of Infrastructure Support Engineer in December 2011. Unfortunately no appointment was made and the post is being re-advertised in January.

### **Registration**

Following an external advertising campaign in November, Michael Davonport was appointed to a replacement Registration Adviser position.

Christopher French, formerly a Registration Adviser, was promoted to the replacement post of Registration Team Leader following an internal recruitment campaign.

Recruitment is currently in progress for a further three replacement Registration Adviser roles.

### **Other HR activities**

#### **GSCC transfer work**

The GSCC commenced formal consultations with its employees in mid-January about COSOP, the Cabinet Office Statement of Practice on Staff Transfers in the Public Sector,

and about collective redundancies which are likely as a result of the GSCC's abolition. The HR department is providing any necessary information required by the GSCC in order to assist it in carrying out its consultations effectively.

### **Annual pay review and APDRs**

Work has now begun on preparation of salary information for managers in advance of the annual pay review. The HPC's annual appraisal rounds, APDRs (Annual Performance Development Reviews) have also commenced.

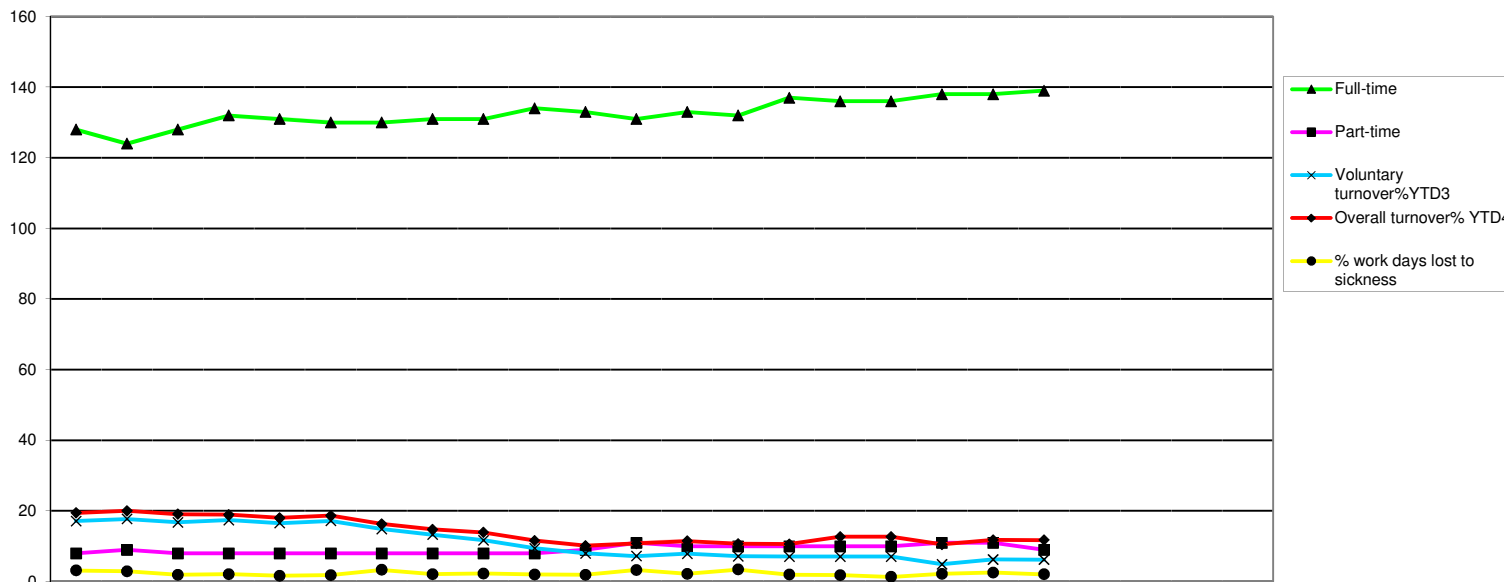
### **Training and development**

The HPC's modular Management Development programme is running for a second year. Approximately 15 managers participated in module 1 which ran in late November 2011 and in module 2 which ran in January 2012.

Other training courses which the HR department is running in January include training for managers in conducting effective Annual Performance Development Reviews.

### **Employee well-being**

As a result of feedback received from the 2011 Employee Attitude Survey, the HR department has set up a number of well-being initiatives including individual health checks attended by 67 employees in November and December 2011, and smoking cessation seminars attended by 10 employees in January 2012.



	2011												2012												2005/6	2006/7	2007/8	2008/9	09/10	10/11	11/12
	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	FYE	YTD
<b>EMPLOYEES</b>																															
Budgeted employees	144	144	144	144	144	144	144	144	144	144	144	144	148	148	148	148	148	148	148	148	148	148	148	148				124	132	144	148
<b>Total employees</b>	<b>136</b>	<b>133</b>	<b>137</b>	<b>140</b>	<b>139</b>	<b>138</b>	<b>138</b>	<b>139</b>	<b>140</b>	<b>142</b>	<b>142</b>	<b>142</b>	<b>143</b>	<b>142</b>	<b>147</b>	<b>146</b>	<b>146</b>	<b>149</b>	<b>149</b>	<b>149</b>					<b>78</b>	<b>79</b>	<b>107</b>	<b>116</b>	<b>136</b>	<b>142</b>	<b>149</b>
Full-time	128	124	128	132	131	130	130	131	131	134	133	131	133	132	137	136	136	138	138	139					73	75	104	113	124	131	139
Part-time	8	9	8	8	8	8	8	8	8	8	9	11	10	10	10	10	10	11	11	9					5	4	3	3	5	11	9
FTE	134	131	134	138	138	138	138	138	138	142	141	140	142	140	145	144	144	145	145	148					76	77	106	115	127	140	148
Permanent	130	129	132	134	131	132	130	131	132	134	133	134	139	139	138	139	138	139	138	136					74	78	101	113	126	134	136
Fixed-Term Contracts	6	4	5	5	7	7	7	8	8	10	9	8	4	5	9	7	8	10	11	14					4	1	5	4	3	8	14
Starters (permanent)	1	0	4	3	1	0	0	2	1	1	1	1	0	0	0	0	0	0	0	0					6	46	42	36	37	15	7
Starters (fixed-term)	1	0	1	0	1	3	0	1	0	2	1	0	0	2	7	2	2	4	1	1						1	13	7	8	10	19
<b>Voluntary resignations<sup>1</sup></b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>					<b>3</b>	<b>20</b>	<b>17</b>	<b>22</b>	<b>22</b>	<b>10</b>	<b>10</b>
Compulsory leavers <sup>2</sup>	0	0	0	0	0	1	0	1	1	0	0	2	0	0	0	3	0	1	0	1					1	8	3	3	3	5	8
Total leavers (vol. & comp.)	1	2	1	1	2	4	0	1	1	0	0	2	2	1	1	4	2	1	2	0					-	21	25	25	25	15	18
<b>Voluntary turnover%YTD<sup>3</sup></b>	<b>17</b>	<b>18</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>6</b>					<b>*</b>	<b>30</b>	<b>26</b>	<b>19</b>	<b>16</b>	<b>7</b>	<b>6</b>
<b>Overall turnover% YTD<sup>4</sup></b>	<b>19</b>	<b>20</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>19</b>	<b>16</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>12</b>	<b>12</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>20</b>	<b>20</b>	<b>11</b>	<b>12</b>
Agency days	21	27	13	3	3	10	14	79	44	27	49	70	55	36	22	31	46	87	91	76					95	2590	2742	1,149	1385	360	440
% work days lost to sickness	3	3	2	2	2	2	3	2	2	2	2	3	2	3	2	2	1	2	3	2					*	4	3	4	3	2	2
Average sick-days YTD	7	8	8	8	8	7	8	7	7	7	6	6	6	6	6	6	6	6	6	6					8	7	6	6	6	6	6
<b>Sick-days</b>	<b>85</b>	<b>73</b>	<b>58</b>	<b>63</b>	<b>50</b>	<b>54</b>	<b>101</b>	<b>64</b>	<b>70</b>	<b>62</b>	<b>60</b>	<b>103</b>	<b>69</b>	<b>106</b>	<b>63</b>	<b>55</b>	<b>43</b>	<b>71</b>	<b>80</b>	<b>67</b>					<b>846</b>	<b>795</b>	<b>777</b>	<b>847</b>	<b>943</b>	<b>843</b>	<b>858</b>
<b>O.H. Refs</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>					<b>0</b>	<b>18</b>	<b>19</b>	<b>27</b>	<b>10</b>	<b>13</b>	<b>10</b>

<sup>1</sup> **Voluntary Resignations:** Includes resignations of permanent employees, or resignations of fixed term employees prior to the end of their contract  
<sup>2</sup> **Compulsory Leavers:** Records leavers except for resignations. Includes expiries of fixed term contracts, redundancies, dismissals, & compulsory retirements  
<sup>3</sup> **Voluntary Turnover YTD:** Shows the year to date turnover percentage (last twelve months) for resignations only  
<sup>4</sup> **Overall Turnover:** Shows the year to date turnover (last twelve months) for all leavers - voluntary and compulsory  
**FTE** Full-time equivalent