

Employee resourcing

Finance

A specialist headhunting consultancy has been appointed to manage the search for a new Director of Finance. A detailed search and selection campaign has been planned, with final panel interviews planned for 1 November 2013.

The Committee will be aware that in the meantime Alan Carr has been appointed to the role of Interim Finance Director following interviews in early August.

Human Resources

Following interviews in July, Jason Darcy was appointed to the role of HR Officer (maternity cover) following a period of temping. Beth Richardson was appointed to the fixed-term, project backfill role of HR Officer, and will start in the new role in late August.

IT

Following interviews in August, Elandre Potgieter has been appointed to the new post of IT Service Support Analyst. Elandre will start work in early September.

Recruitment is still in progress for the new post of IT Infrastructure Support Engineer.

Fitness to Practise

Interviews for one new and one replacement post of Case Team Manager were held in July. Victoria Gardner and Amita Malhotra, currently Case Support Manager, were appointed and will start their new roles in late August.

Philip Bowden, formerly a Scheduling Officer, was appointed to the new post of Lead Scheduling Officer following interviews in July.

Sarita Khaira has been appointed to the maternity cover post of Head of FTP Service Improvement covering Eve Seall's maternity leave. Sarita will start her new role on 9 September.

Following interviews in August, Jo Fox, currently a Compliance Officer, has been appointed to the new role of Compliance Manager. Recruitment for one new and one replacement Compliance Officer role is now in progress.

Other vacancies currently being advertised for FTP are; a replacement Scheduling Officer, a replacement Hearings Officer and a fixed term Team Administrator role.

Registration

Ashley Antonio-Mortley, currently a Registration Advisor, was appointed to the replacement role of Team Leader following interviews in August.

Tamara Mason, Bridget Kens and Jennifer Thompson have been appointed to replacement roles of Registration Advisor (two full-time and one part-time) following interviews in August.

Secretariat

Giba Begum has been appointed to the new role of Secretariat Team Administrator following interviews in August. Giba will start work at the HCPC in early September.

Other HR activities

HR and Partners process and systems review project

Other than recruitment, the main focus of the HR team's work in August has been reviewing a detailed report on future business processes compiled by the project business analyst, and planning the next stage of the project which will be high level requirements gathering.

Policy work

The HR team is in the process of consulting with employees about the revised absence, IT and Social Media policies.

APDRs Training and development

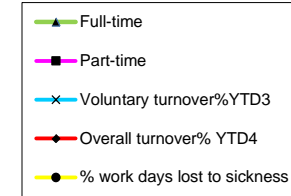
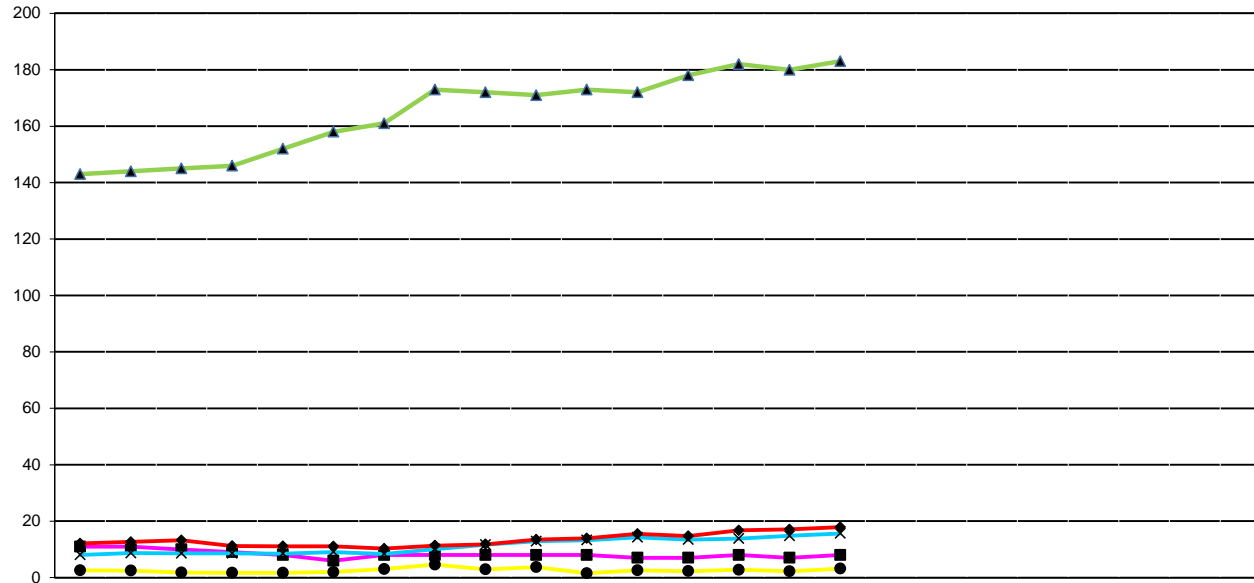
The organisational training plan, which includes a range of courses for employees at all levels of the organisation has now been launched.

Employee Consultation Group (ECG)

New employee representatives have been elected or appointed to all vacancies, and training of representatives will take place in September.

Organisational culture: action plan

The last Executive Management Team awayday in July included a session on action planning in the light of feedback received at the all employee awayday in May. The HR Director has documented this action plan, which will be considered at the next EMT monthly meeting in September.



	2013												2014											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
EMPLOYEES																								
Budgeted employees	165	165	165	165	186	186	186	186	186	186	186	186	204	204	204	204	204	204	204	204	204	204	204	204
Total employees	154	155	155	155	160	164	169	180	180	179	182	179	185	190	187	190								
Full-time	143	144	145	146	152	158	161	173	172	171	173	172	178	182	180	183								
Part-time	11	11	10	9	8	6	8	8	8	8	8	7	7	8	7	8								
FTE	152	153	153	153	159	163	168	180	179	178	180	178	184	189	186	189								
Permanent	146	147	148	148	154	159	166	177	175	173	176	174	180	185	182	185								
Fixed-Term Contracts	8	8	7	7	6	5	3	3	5	6	5	5	5	5	5	6								
Starters (permanent)	0	2	2	1	7	4	4	11	1	2	4	1	6	7	1	4								
Starters (fixed-term)	2	1	0	0	0	1	1	3	2	1	0	0	1	1	3	2								
Voluntary resignations¹	1	2	1	1	2	1	1	3	3	4	2	3	0	3	3	3								
Compulsory leavers ²	0	0	1	0	0	0	0	0	0	0	0	1	0	3	0	0								
Total leavers (vol. & comp.)	1	2	2	1	2	1	1	3	3	4	2	4	0	6	3	3								
Voluntary turnover%YTD³	8	9	9	9	9	9	8	10	12	13	13	14	14	14	15	16								
Overall turnover% YTD ⁴	12	13	13	11	11	11	10	11	12	13	14	16	15	17	17	18								
Agency days	60	124	204	434	573	501	588	847	468	122	100	104	126	142	156	155								
% work days lost to sickness	3	2	2	2	2	2	3	5	3	4	2	3	2	3	2	3								
Average sick-days YTD	11	11	11	11	11	11	11	12	12	12	12	7	7	7	7	8								
Sick-days	84	88	60	58	59	71	112	183	114	146	63	102	84	111	84	139								
O.H. Refs	3	4	1	4	1	2	1	4	4	4	3	4	1	1	2	1								

2007/8 FYE	2008/9 FYE	09/10 FYE	10/11 FYE	11/12 FYE	12/13 FYE	13/14 YTD
	124	132	144	148	186	
107	116	136	142	153	179	190
104	113	124	131	143	173	183
3	3	5	11	10	7	8
106	115	127	140	151	178	189
101	113	126	134	142	174	185
5	4	3	8	11	5	6
42	36	37	15	4	59	18
13	7	8	10	24	19	7
17	22	22	10	13	24	9
8	3	3	5	6	5	3
25	25	25	15	19	39	12
26	19	16	7	9	14	16
-	20	20	11	13	16	18
2742	1,149	1385	360	568	4757	579
3	4	3	2	2	3	3
	8	7	7	6	10	7
777	847	943	843	819	1620	419
19	27	10	13	15	40	5

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