

**Employee Resourcing**

As previously outlined to the Committee, the Director of Communications position was advertised in PR Week and the Guardian newspaper in March 2006. The interview panel (Anna Van der Gaag, Norma Brook, Marc Seale, and Larissa Foster) shortlisted 7 candidates to interview on 21<sup>st</sup> April 2006. However, the preferred candidate withdrew from the process following the interview. A second round of interviews were then conducted on 26<sup>th</sup> May 2006. Brooklands Executive conducted personality assessments on 6<sup>th</sup> June 2006 of the two preferred candidates (and one internal candidate as a development opportunity). It is hoped that an appointment will be made following from these assessments.

Bonnie Hart has been appointed to the role of Communications Officer within the Communications Department following advertising in April. Bonnie was an internal candidate who previously held the Customer Services Manager position within the same Department.

Two Education Officer positions have been advertised, one internally only and the other externally, following resignations of employees.

A Project Manager has been appointed and will report to the Director of Operations. Claire Phillips commences on 12<sup>th</sup> June 2006.

The Facilities Manager vacancy was advertised in the Guardian Newspaper in April 2006. Following interviews on 1<sup>st</sup> June 2006, Steve Hall was appointed to the role. He had been employed temporarily in the role through an agency following the departure of the previous Office Services Manager. Steve brings a wealth of experience in facilities management and has already made significant improvements.

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Interviews were held on 18<sup>th</sup> April for an IT Support Analyst. This is a newly created position which sits within the IT Department, and assist the IT Team in accommodating the needs of a greater number of users as employee numbers continue to grow at HPC. Craig Kveljije, an internal candidate, was appointed to the role and commenced in May.

Following an internal promotion and a resignation, two vacancies were advertised and filled in the UK Registrations Department. Joy Odoi and Sonny Burgess, both external candidates, commenced in May.

The Human Resources Director vacancy was advertised in the Guardian Newspaper and interviews are to be held on 16<sup>th</sup> June. The panel consists of Robert Clegg, Norma Brook, Marc Seale and Barbara Stuart.

The newly created position of Policy (Education) Manager was advertised on 23<sup>rd</sup> May 2006 and closed on 7<sup>th</sup> June 2006. After the shortlisting process, the panel (Marc Seale, John Harper, Eileen Thornton, Larissa Foster, and Rachel Tripp in her capacity as Acting Policy and Standards Director) will be interviewing on 20<sup>th</sup> July 2006. Unfortunately due to dates and timing Norma Brook was unable to be on the panel for this role.

Finally, a newly created role for a Fitness to Practise Manager, and two Personal Assistants (P.A.'s) were advertised in May 2006. The Fitness to Practise Manager and one P.A. report directly to the Director of Fitness to Practise, and the second P.A. will report directly to the Director of Operations.

Security Internal

## **Training**

Four days of training have been organised for formal Plain English Training across the organisation and two of these have already been held.

Roy Dunn, Director of Corporate Services, is currently organising IT training for HPC based on needs assessed in the performance reviews.

The second session of the HR Disciplinary Training has been booked in for August 2006, and will be conducted by the Work Foundation. This will train Managers in writing investigation reports, presenting their investigations at a disciplinary, and address appropriate situations to refer to disciplinary hearings.

The HR Department is organising Diversity Training for Management. This involves training on legal issues around managing employees – from appropriate behaviours in the workplace, to new legislation impacting on age discrimination.

Finally, recruitment and selection training (interview techniques) is in the process of being organised for later in the year. The Committee will receive an update on this closer to the time, when details have been finalised.

## **Exit Interviews**

The exit interview process has now been running for one year. A confidential report has been compiled and sent to the Executive Management Team (EMT). EMT is currently considering the results and any actions which should be taken. Some improvements have already been identified (for example, asking people about the salary

amount in new positions offered to them at other organisations for similar roles, so that HPC can improve its benchmarking).

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