

EMPLOYEE RESOURCING

Nina Blunck commenced on 16th May 2007 as Public Affairs Manager within the Communications Department.

Following advertising and interviews for two Hearings Officers in the Fitness to Practise Department, Jonathan Dillon and Anaru Smiler commenced on 8th May and 21st May respectively. With the approval of additional Case Managers for this Department in the 2007/2008 budget, three new posts were advertised in May and interviews will be held on 7th and 13th June 2007.

The newly created Fitness to Practise Team Administrator post was advertised in May and interviews were held on 1st June 2007. A successful external appointment was made and Grant Edgeworth will commence within the next fortnight (at a date yet to be confirmed).

Re-advertising for the Project Co-ordinator vacancy (Operations Department) occurred in May and interviews are scheduled for 4th June 2007. Re-adverting for the Quality Assurance Manager vacancy also took place in May and interviews will be held on 6th June 2007.

Following the resignation of an Education Administrator and an Education Officer, these posts have both been advertised and interviews will be held at the end of June.

Interviews for the remaining Registration Officer vacancies will take place throughout June.

Re-organisations

Time has been spent over the past two months by the Human Resources Department in assisting the Registrations Departments and Fitness to Practise Department in consulting with employees about reorganising the management functions in these Departments. It is the hope that reorganising these functions will allow both of these expanding Departments to provide an appropriate level of managerial support and workload management to the employees.

The information about the re-organisations will be presented to Council in the 5th July Council Meeting.

PENSION SCHEME – EMPLOYEE RELATIONS ISSUES

A presentation was given on 22nd May 2007 by Mark Fitcher (Pensions Advisor, Barnett Waddingham) to the six “new” employees who commenced with HPC since October 2006 and have been waiting for details of the new pension scheme to be released. This presentation outlined the detail and options for employees under the new Friends Provident scheme.

On other pension related issues, as agreed at the April meeting of the Finance and Resources Committee, six employees have been found who will remain in the Capita pension scheme. The HR Department have spent time on drafting a letter to these employees which outlines their status within this pension scheme, explains the legal issues, and the process to be undertaken should these members ever decide to withdraw from the scheme. This letter was approved by HPC’s employment advisors and Barnett Waddingham.

EXIT INTERVIEWS

With the end of the financial year, the exit interviews from the past year were compiled and these confidential results considered by the Executive Management Team. Key points were that enhanced job opportunities, lack of advancement and career change were the main reasons for leaving (this was consistent with results from the previous year).

HPC culture and atmosphere was consistently praised, and the majority rated performance management as 'good', compared to a 'poor' majority rating last year. Promotional prospects were rated poorly. Satisfaction with line management was higher than the previous year.

Overall, it was still felt that more training was needed and HPC lacked opportunities for career progression. For some jobs, job satisfaction was rated as less satisfactory than what it could be. Internal communications are also identified as an area for improvement.

Overall these results were felt to be very positive and not inconsistent with those expected for a small company of only eighty five employees.

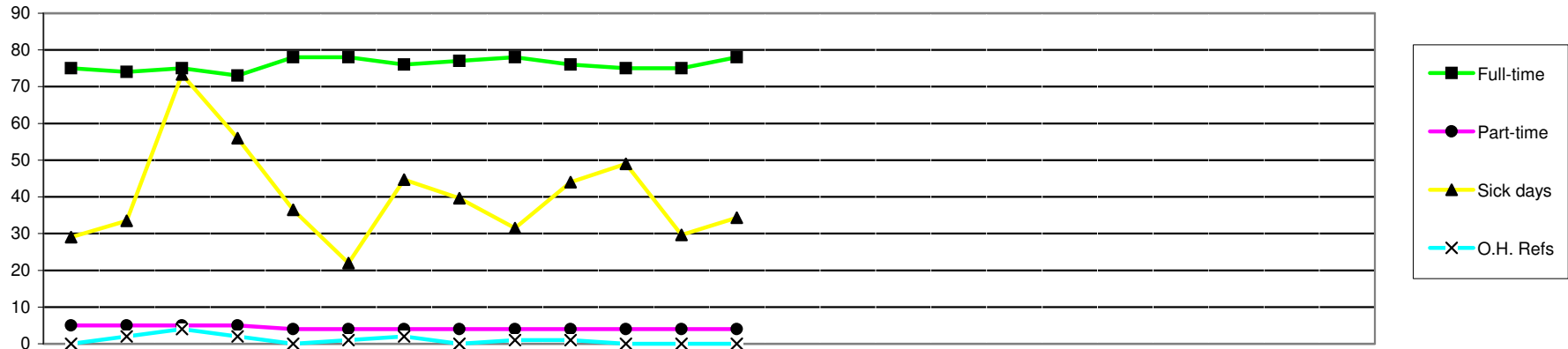
The Executive Management Team discussed and agreed any appropriate actions. These actions include, but are not limited to, an internal Communications audit which was undertaken in December 2006 with the results being addressed this year, managers receiving a sound level of training in 2006, and employees receiving more training this year in line with any requirements on their performance reviews).

HUMAN RESOURCES DEPARTMENT TRAINING

The Human Resources Department's Director, HR Manager, and Partner Manager recently attended the annual JSB Employment Law and Practice Conference and found it very useful. Lawyers gave updates on recent topical cases including those relating to work and families laws, age discrimination, employment contract disputes, equal pay claims, and disciplinary and grievance procedures.

ORGANISATIONAL TRAINING

During the week commencing 28th May 2007, two days of Finance for non-Finance Manager training was held for middle managers and the remaining members of the Executive Management Team who had not previously received training in this area.



	2006												2007												2008		
	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																											
Full-time	75	74	75	73	78	78	76	77	78	76	75	75	78														
Part-time	5	5	5	5	4	4	4	4	4	4	4	4	4	4													
TOTAL	80	79	80	78	82	82	80	81	82	80	79	79	82														
FTE	78	78	78	76	80	80	78	79	80	78	77	77	80														
Permanent	76	77	78	76	81	80	77	77	80	78	76	78	79														
Temporary	4	3	2	2	1	2	4	4	2	2	3	1	3														
Starters	6	2	3	1	5	5	2	1	2	0	2	3	6														
Leavers	3	2	3	1	5	4	0	0	1	3	3	2	2														
Turnover (%)	4	3	4	1	6	5	0	0	1.2	3.7	3.7	0	2														
Agency Days	100	234	166	270	213	219	150	95	100	147	143	32	129														
Sick days	29	34	73	56	37	22	44.7	39.6	31.5	44	49	29.7	34														
O.H. Refs	0	2	4	2	0	1	2	0	1	1	0	0	0														
CONTRACTORS																											
Full-time	2	3	3	3	3	3	3	3	3	3	3	2	2														
Part-time	0	0	0	0	0	0	0	0	0	0	0	0	0														
TOTAL	2	3	3	3	3	3	3	3	3	3	3	2	2														
FTE	2	3	3	3	3	3	3	3	3	3	3	2	2														
Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0														
Temporary	2	3	3	3	3	3	3	3	3	3	3	2	2														
Starters	0	0	0	0	0	0	0	0	0	0	0	0	0														
Leavers	0	0	0	0	0	0	0	0	0	0	0	1	1														
Turnover (%)	0	0	0	0	0	0	0	0	0	0	0	0	0														
Sick days	0	0	0	0	0	0	0	0	0	0	0	0	0														
O.H. Refs	0	0	0	0	0	0	0	0	0	0	0	0	0														
TOTAL C & E	82	82	83	81	85	85	83	84	85	83	82	81	84														

2004/5	2005/6	2006/7	2007/8
FYE	FYE	FYE	YTD
65	73	75	
4	5	4	
69	78	79	
67	76	77	
62	74	78	
5	4	1	
1	6	32	6
0	3	27	2
0	1	31	2
11	95	1,869	129
570	846	489	34
0	0	13	0
2	2	2	
0	0	0	
2	2	2	
2	2	2	
0	0	0	
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
71	80	81	

FTE: Full-time equivalent NOTE: Contractors are NOT included in the total number of employees
 O.H.Refs: Occupational health referrals NOTE: Temporary employees are included in the total number of employees from November 2005 onwards
 For "FYE" and "YTD" sick-days total is for whole year or year to date