

#### **People and Resources Committee**

Meeting Date	12 June 2025
Title	HR Performance Report – Quarter 4 2024-2025
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Executive Sponsor	Alastair Bridges, Executive Director of Resources

#### **Executive Summary**

This report provides an assessment of the organisation's performance for the fourth quarter of 2024-25 against key Human Resources (HR) performance indicators (KPIs).

This quarter has shown continued positive progress across key workforce indicators, reflecting a strong organisational culture and effective people management practices.

#### Areas of Strength:

- **Culture and Engagement:** Employee satisfaction has risen slightly to 83%, up from 82% in Q3, despite a modest drop in survey response rates to 69%.
- **Establishment:** Full time equivalent (FTE) levels remained within budget, and agency staff usage saw a significant 34% reduction, supporting our cost control efforts.
- **Recruitment:** We received 1,456 applications in Q4, marking a 61% increase from Q3. Time-to-hire remains on target, supported by a continued shift toward direct recruitment and reduced agency dependency.
- **Retention:** The voluntary turnover rate remains stable at 10% year to date (YTD), reflecting improving satisfaction and organisational stability.
- Policy: In line with recent legal developments, key updates have been made to our HR policies to ensure continued compliance and relevance. The transgender policy and associated data collection practices have been revised following the recent Supreme Court decision. We have also updated our neonatal leave policy in response to the Neonatal Care (Leave and Pay) Act 2023. In addition, we have commenced work on developing an artificial intelligence (AI) policy to support the ethical and responsible use of AI within the organisation.
- Learning and Development: The launch of both the Management Development Programme (MDP) and Senior Leadership Programme (SLP) is supporting capability building. Notably, we achieved a 100% completion rate for Annual Performance and Development Reviews (APDRs).

#### **Areas for Development and Action:**

- **Establishment:** There is a need to monitor the growing number of fixed term contracts and sustain reductions in agency reliance.
- Recruitment: Further refinement of screening processes is required to reduce the time spent on longlisting and shortlisting, alongside enhanced strategies to attract top-tier talent.
- Sickness Absence: There has been a noted increase in sickness absence levels, particularly in long-term cases. Analysis indicates that this rise is largely attributable to complex health conditions unrelated to workplace factors and outside the organisation's control. While this trend reflects wider national health challenges, we remain committed to supporting employees during periods of ill health. We will continue to monitor the data closely and implement targeted support and interventions in key departments to manage the impact on operational capacity while ensuring affected staff receive appropriate care and assistance.
- **Employee Feedback:** Exit interviews continue to highlight concerns around salary and career progression. These are being addressed through the committed pay matrix review and wider workforce planning project, as outlined in our pay policy.

Action required	The Committee is asked to review the information provided and seek clarification on any areas.	
Previous consideration	HR KPIs are an ongoing set of data presented to the Executive Leadership Team (ELT) and the People and Resource Committee, previous report can be found here.	
Next steps	Continue to review and analyse the data in light of the HR departmental workplan. HR to work with managers and Heads of departments to resolve any underlying issues within their team and deliver against the people strategy as agreed.	
Financial and resource implications	Activities involved in preparing and taking action in relation to improving KPIs is being led by the HR team within existing resource and budget and forms part of HR's workplan.	
Associated strategic priority/priorities	Build a resilient, healthy, capable and sustainable organisation	
	Be visible, engaged and informed	
	Continuously improve and innovate	
Associated strategic risk(s)	5.b Our organisational values are not reflected at all levels of the organisation, leading to staff not feeling supported/trusted/listened to	
	5.a The resources we require to achieve our strategy are not in place or are not sustainable	
	4. We are unable to effectively build trust, engage with and influence our stakeholders, reducing our ability to understand their perspectives and regulate effectively	

Risk appetite	People - open Compliance - measured
Communication and engagement	The report will also be published on the HCPC website.
Equality, diversity and inclusion (EDI) impact and Welsh language standards	EDI data is provided in the report and will continue to be further developed in future reports.
Other impact assessments	
Reason for consideration in the private session of the meeting (if applicable)	Not applicable



# HR Performance Report 2024 – 2025 Q4

Fatma Ali

Head of HR & OD



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**Recruitment Candidate Diversity** 

Recruitment Candidate Pay Band Breakdown - Gender & Ethnicity

Appendix 1 – Q4 Pulse Surveys



### Highlights

#### Areas of Strength

#### **Culture:**

- Q4 Pulse survey response rate: slight decrease to 69% from 73% compared to Q3.
- Employee satisfaction: The overall satisfaction score has increased to 83% from 82%

#### **Establishment:**

- Agency Staff: Average FTE decreased by 34% compared to Q3 as a result of the success in direct recruitment of permanent staff.

#### **Recruitment:**

- Applications: 1456 applications received, a 61% increase from Q3.
- Time to Hire: Remains on target, with a focus on direct recruitment reducing reliance on external agencies.

#### **Turnover:**

- The Year-to-Date (YTD) voluntary turnover rate stands at 10%, reflecting a stable retention rate and overall employee satisfaction.

#### **Policy:**

- Updated our Transgender Policy and data collection practices in line with the recent Supreme Court ruling.
- Revised our neonatal leave policy to reflect legal changes introduced by the Neonatal Care (Leave and Pay) Act 2023.
- Initiated the development of a new artificial intelligence (AI) policy to guide responsible and ethical use of AI across the organisation.

#### **Learning and Development:**

- Programmes: Initiated Management Development Programme (MDP) and Senior Leadership Programme (SLP)
- 100% completion rate for APDR.



#### Areas for Development and Action

#### **Establishment:**

- Monitor and manage the increase in fixed term contract (FTC) staff headcount.
- Continue efforts to reduce agency staff reliance.

#### **Recruitment Activity:**

- Enhance screening processes to further reduce longlisting and shortlisting time.
- Improve strategies to attract high-quality candidates.

#### Sickness Absence:

- Address the increase in sickness days, particularly long-term sickness.
- Implement measures to reduce sickness absence in key departments.

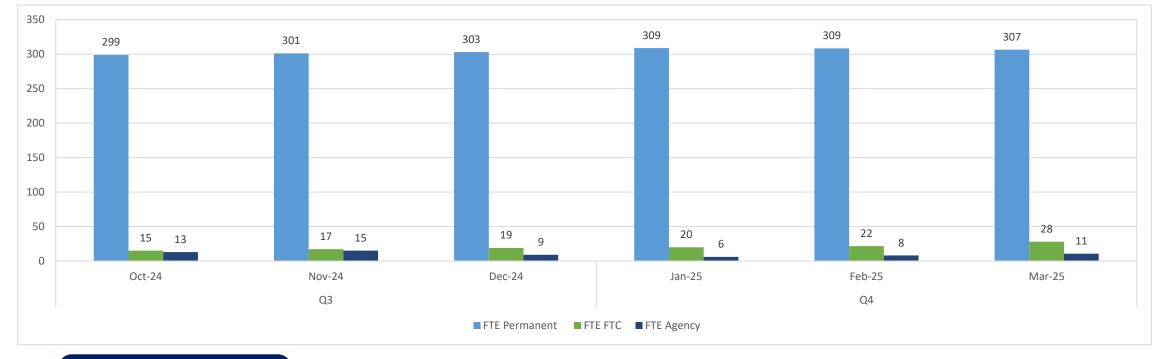
#### **Employee Feedback:**

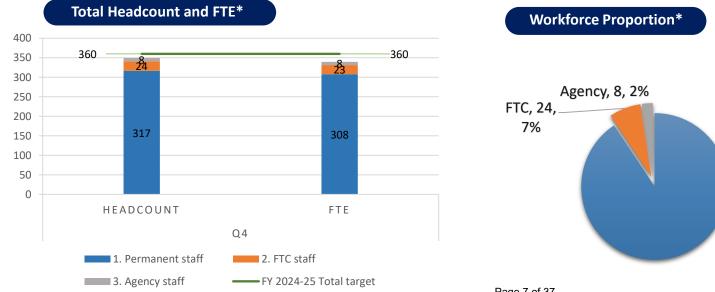
 Review and address salary and progression concerns highlighted in exit interviews as part of the wider pay matrix review, which we have already committed to in the pay policy and as part of the wider workforce planning project.

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### Establishment





\*Based on average in period Total budgeted establishment figure -360

Permanent,

317, 91%

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Recruitment Activity

Job Advertised: 11\* In Progress Vacancies: 30\*

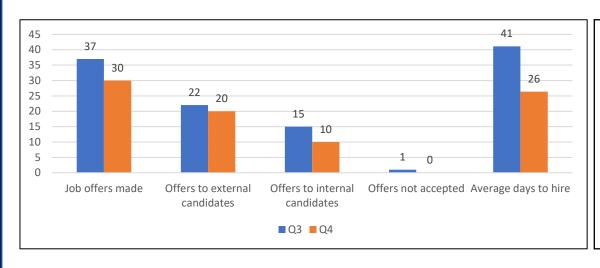
Total applications: 1456 Average applications per role:

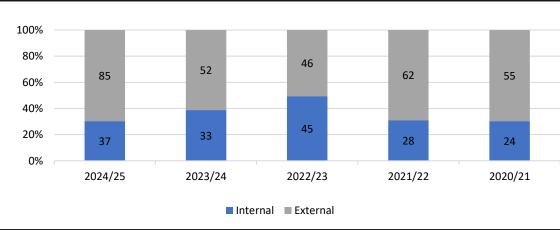
Average days to hire\*:

26 days\*\*

Total Response of Talent Network: 112

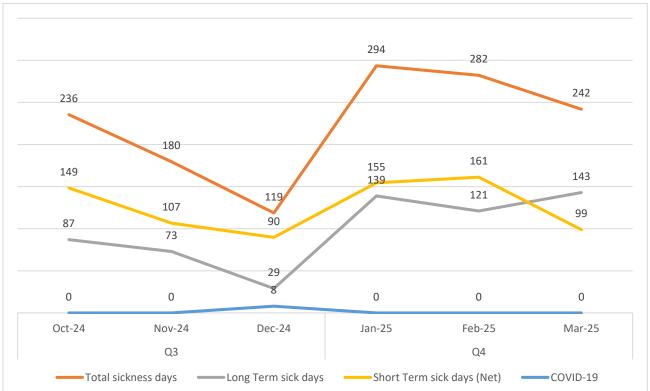
Shortlisted: 149



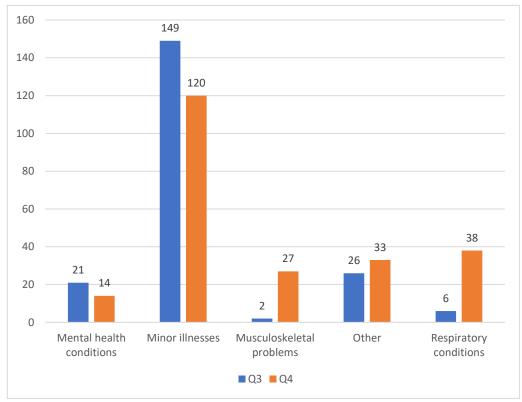




#### Sickness Absence



#### Occurrences of sickness absence (by top 5 reasons in 2022, UK\*)





НСРС	National (ONS)	
5	5.7	

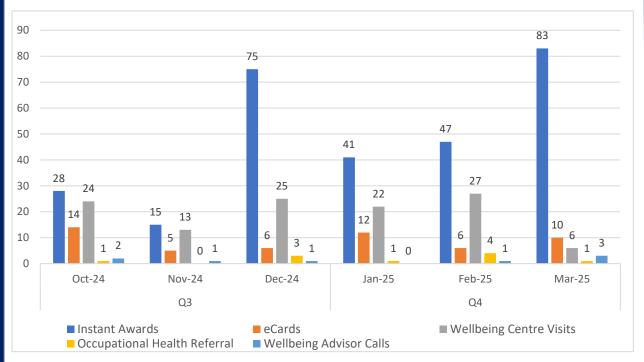
Average sick days (YTD ST) 2%

Average sick days (YTD Total)
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4%

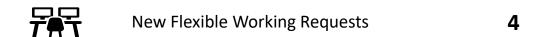


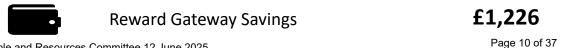
### Wellbeing, Recognition and Benefits



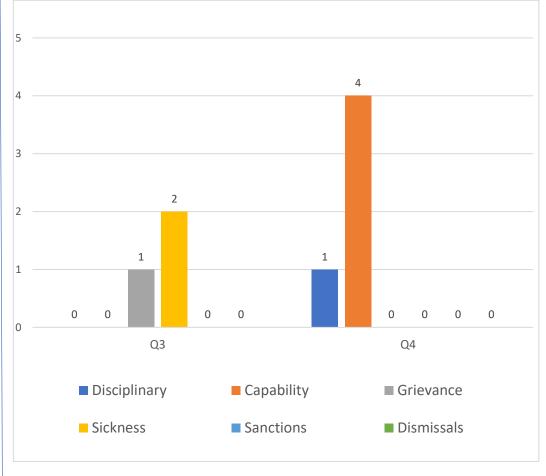








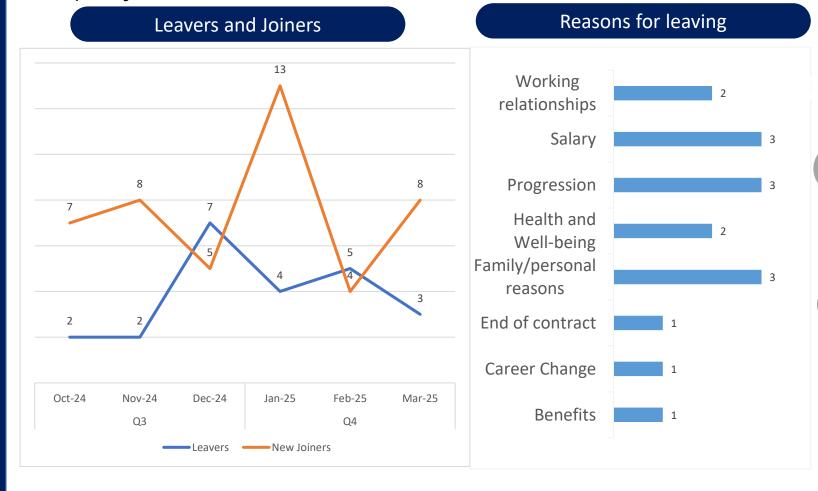
### **Employee Relation Cases**

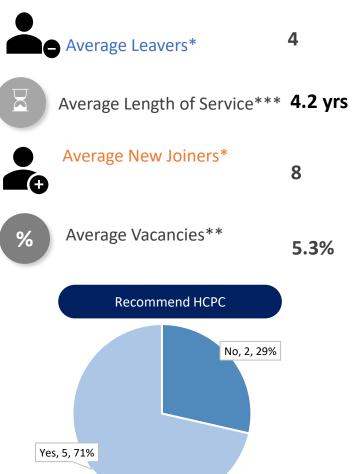


<sup>\*</sup>Including formal/informal proceedings

<sup>\*\*</sup>Including formal/informal proceedings and ongoing sanctions

Employee Turnover and Exit Interview Feedback





Leavers in Q4:

Turnover Rate (YTD): 10% Average UK turnover rate:

Overall Turnover Rate (YTD): 14% Exit Interview completion rate: 7

Retention Rate: 80%

\*\*Based on quarterly reporting

\*\*Based on number of vacancies and target establishment

\*\*\*Average length of service based on total number of leavers



### Learning/Organisational Development Activity

Training/Workshop	No of Attendance
Feedback Skills for Managers	9
Corporate Induction Event	21
Interview Skills	10
Coaching Skills Masterless	9
Impactful Job Application	3
Managing Performance and APDR	6
Effective Time Management	4
Managing Absence	7
Effective Career Conversations for Managers	7
PowerBI Training	14
Handling Difficult Conversations	6
Communication Skills	7
BPS - learn & lunch event	
Counselling Psychology	26
Educational Psychology	19
Independent Psychology	14
Health Psychology	10
Aspiring to Management Programme	
Managing Others and Coaching	11
Managing Relationships and Inclusivity	9
Managing Change & Hybrid teams	11
Management Development Programme	
MDP launch	14
Leadership and Coaching	14
Senior Leadership Programme	
SLP Launch	7
Total	229

#### **Corporate Induction Feedback**

#### **HCPC** Welcome and orientation:

100% of new starters felt the corporation induction event is a useful means of learning about HCPC and meeting senior managers

### Culture: values and behavioural standards:

**100%** of new starters are fully aware of the HCPC values and the behaviours expected of them

#### Line manager support:

100% of new starters felt that they are supported by their line managers

#### **Future outlook:**

**100%** of new starters are excited to be working for the HCPC

#### Individual contribution to HCPC:

**100%** of new starters understand how their role adds value to the HCPC

#### **Recruitment process:**

**100%** of new starters felt the recruitment and selection process is efficient

Apprenticeship programmes	Progress update	
Aspiring Leaders Programme/Team Leader Level 3 Apprenticeship (16	X1 learner due to complete the	
months)	programme in June 2025	
Accounting & Taxation Professional Level 7 Apprenticeship (39	X2 learners progressing well	
months)		
Coaching level 5 Apprenticeship programme	X1- completed programme in March 2025	
HR Support level 3 Apprenticeship programme	X1 – learner due to complete the	
	programme in June	
Data Foundation Level 3 for Managers	X2 – progressing well	

### Annual Performance Development Review 2024/25:

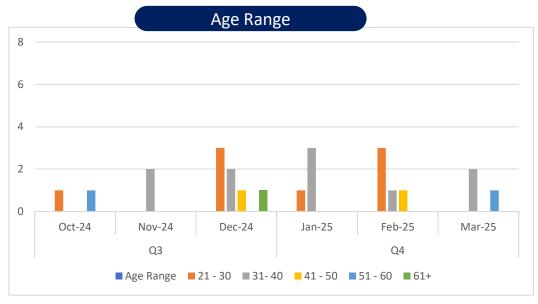
100% completion

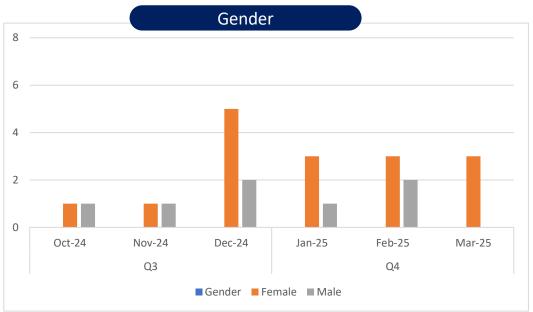
#### **Internal talent mobility:**

4 out of 11 (36%) Aspiring to Management participants have gained a new role in the organisation.

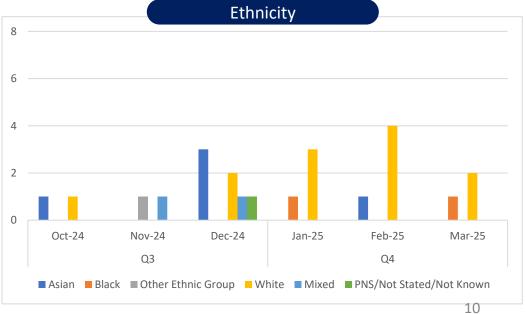


### **Employee Turnover Diversity**



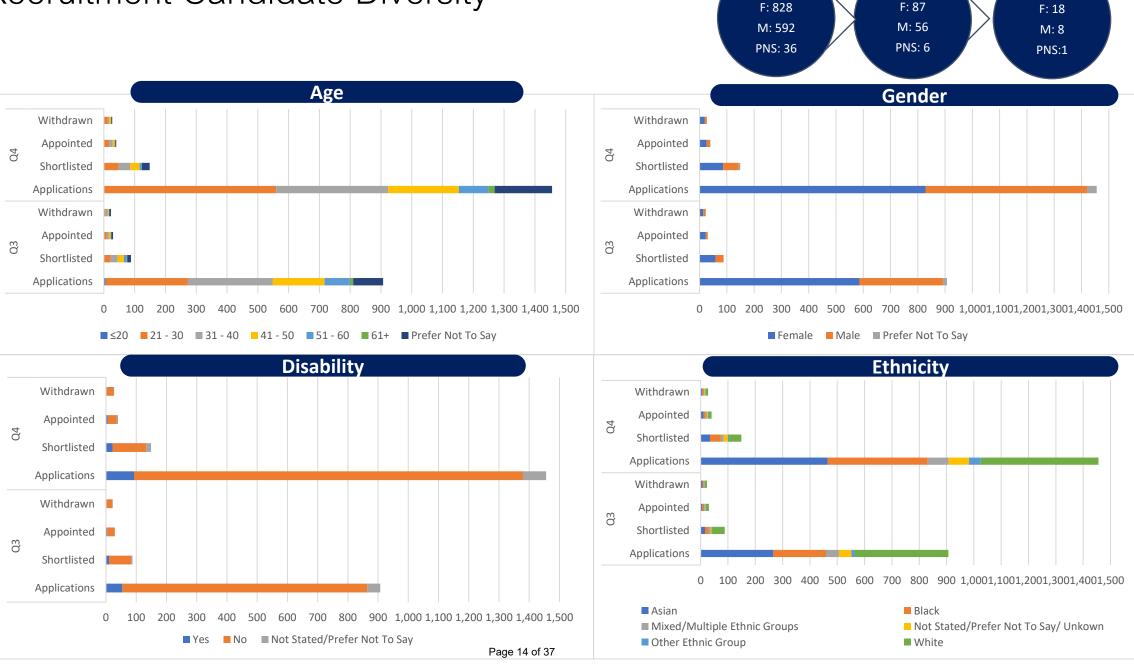






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### Recruitment Candidate Diversity



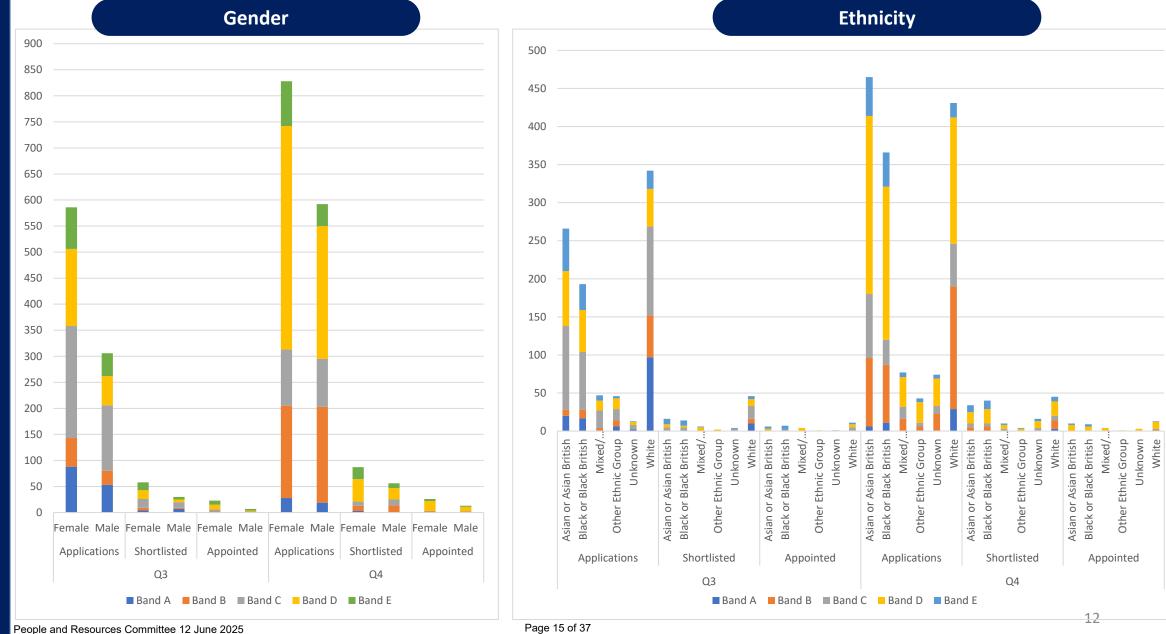
**Applications** 

**Shortlisted** 

Appointees

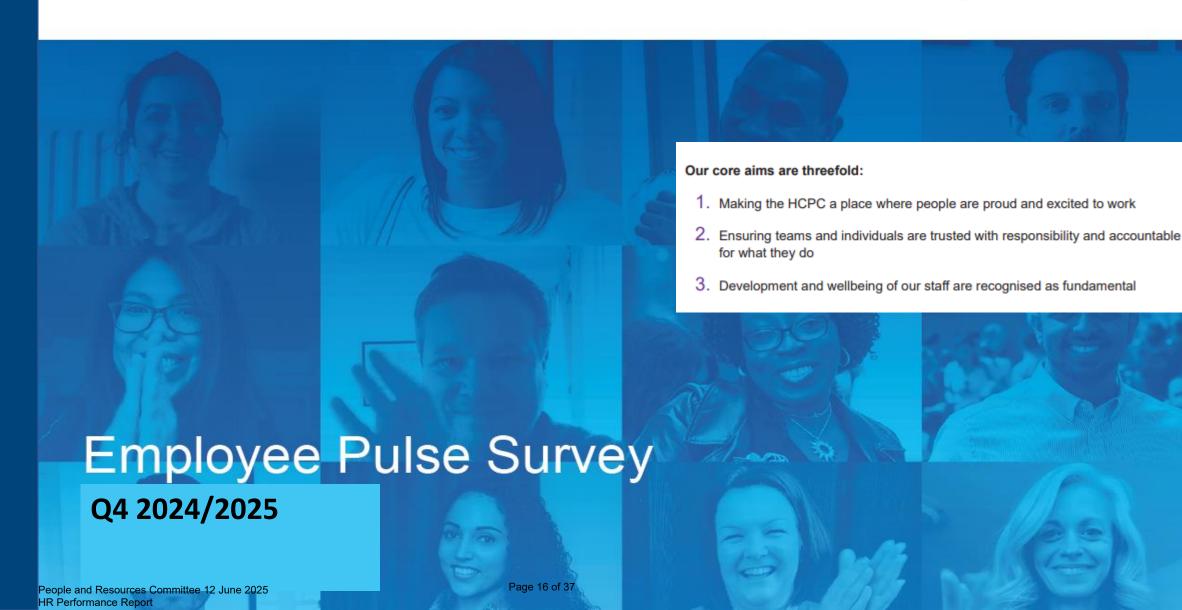


### Recruitment Candidate Pay Band Breakdown



HR Performance Report







### 1. Measuring What Matters: Pulse Survey Themes



### Pulse Survey - You Said, We Did!



- ♣ An increase in headcount to tackle high pressurised areas
- Targeted prioritised recruitment campaigns
- Making a Difference Award now accessible to managers of larger teams
- ├── Increased level of reward and recognition
  (Making a Difference Award) awards via My Health,
  My Care, My Reward platform
- Enhancing the approach to FTP recruitment and induction to include a more phased approach to starting case work for new starters and delivering an extended induction period which includes a more practical skill development programme
- ♣ Specific EDI and wellbeing initiatives
- Targeted learning and development programmes
- **\*** Mentoring programmes
- Increased visibility of senior leaders Let's Talk sessions

- Organisational updates at All employee meetings
- ♣ Increased level of communications (intranet articles, blogs, viva engage posts)
- ★ Wellbeing check-ins with staff on long term sick leave
- \*\*Wellbeing check-ins for employees returning from parental leave
- Introduction of long service recognition awards
- Increased level of recognition via My Health, My Care, My Reward platform
- New shorter and simplified pulse survey
- Revamped corporate inductions
- CEO meet-and-greet sessions with new starters
- Let's Talk sessions with the CEO
- Introduction of 30-day check-in sessions

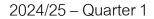
### 2. Key Takeaways for Q4 Survey



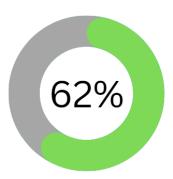
- Overall response rate of 69% for this quarter which was a fall of 4% from the response rate achieved in Q3.
- The overall employee satisfaction score showed improvement, increasing to 83% from 82% in Q3 indicating continued employee satisfaction amongst the majority of HCPC staff.
- This quarter's survey data show positive increases in several number of areas including:
  - ❖I understand the goals of my team (increasing from 96% in Q3 to 98% in Q4)
  - ❖I have access to my manager whenever I need it(Increase from 92% in Q3 to 94% in Q4)
  - ❖I am given opportunities to learn new skills (increase from 69% in Q3 to 76% in Q4)
  - ❖I achieve a good balance between my work and personal life (Increase from 74% in Q3 to 78% in Q4)
  - ❖The HCPC cares about its employees well-being (Increase from 70% in Q3 to 71% in Q4)
  - ❖I feel adequately supported in a hybrid working environment (Increase from 83% in Q3 to 86% in Q4)
- There were however decrease in scoring in a few areas:
  - ❖ Commitment to HCPC Vison and purpose (falling from 89% in Q3 to 88% in Q4)
  - ❖ HCPC offers a variety of learning and development opportunities (falling from 70% in Q3 to 68% in Q4)
  - ❖ I am able to easily access the Senior Leadership Team (Head of Departments and ELT) if/as and when required (falling from 70% in Q3 to 66% in Q4)
  - ❖ I feel connected to HCPCs Values (falling from 81% in Q3 to 79% in Q4)

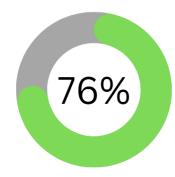
### 3. Respondents

health & care professions council



2024/25 - Quarter 2



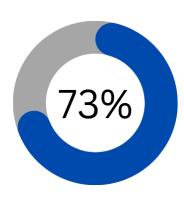


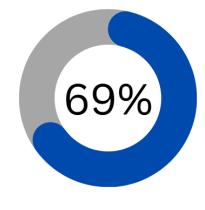
190 Responses

239 Responses

2024/25 - Quarter 3

2024/25 - Quarter 4





236 Responses

231 Responses

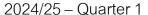
Department (s)	Number of Responses	Q4 Response Rate
Assurance and Compliance	7	70%
Business Change	10	91%
Communications, Engagement & Public Affairs	7	100%
Education	8	80%
Finance	17	100%
FTP Tribunal service	27	68%
FTP Case Progression and Quality	27	32%
FTP Legal Services	15	71%
Governance, Partners and OCCE	6	86%
Human Resources	13	100%
IT	14	78%
Office Services	6	75%
Policy, Standards & EDI and Insight & Analytics	11	79%
Professionalism and upstream regulation	6	100%
Registration	57	80%
Total	231	69%

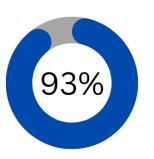


### 4. Sense of Belonging

(Previous Question)I understand how my work supports the goals of my team and department

Develop and embed an organisational culture where morale is high

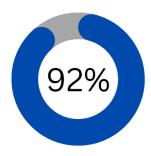




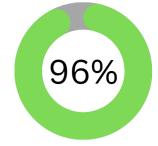
176 responders strongly agreed or agreed with question

(Amended question) I understand the goals of my team

2024/25 – Quarter 2 2024/25 – Quarter 3 2024/25 – Quarter 4



220 responders strongly agreed or agreed with question



226 responders strongly agreed or agreed with question



226 responders strongly agreed or agreed with question



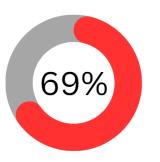


4

Develop and embed an organisational culture where morale is high

(Previous Question) I feel connected to the HCPC values and behavioural framework

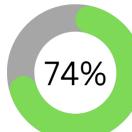
2024/25 - Quarter 1



131 responders strongly agreed or agreed with question

(Amended Question) I feel connected to the HCPC's values

2024/25 - Quarter 2

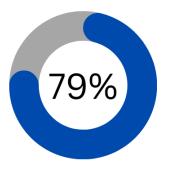


81%

2024/25 - Quarter 3

190 responders strongly agreed or agreed with question

2024/25 – Quarter 4



183 responders strongly agreed or agreed with question

176 responders strongly agreed or agreed with question



Develop and embed an organisational culture where morale is high

### 4. Sense of Belonging

(Previous Question) I feel connected to the HCPC values and behavioural framework

2024/25 - Quarter 1



131 responders strongly agreed

or agreed with question

(Amended question) I am aware of the behaviours set out in the behavioural standards framework

2024/25 - Quarter 2

2024/25 - Quarter 3

2024/25 - Quarter 4

91%

85%

87%

218 responders strongly agreed or agreed with question

202 responders strongly agreed or agreed with question

202 responders strongly agreed or agreed with question

### 5. Management Support





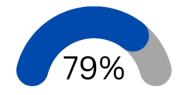
Compassionate, inclusive and effective leadership at all levels

2024/25 - Quarter 1

2024/25 – Quarter 2







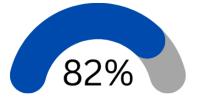
159 respondents strongly agreed or agreed

189 respondents strongly agreed or agreed

2024/25 - Quarter 3

2024/25 - Quarter 4





197 respondents strongly agreed or agreed

190 respondents strongly agreed or agreed

### 5. Management Support



I feel my manager values my opinions and feedback

Compassionate, 3 inclusive and effective leadership at all levels

Develop and embed an 4 organisational culture where morale is high

2024/25- Quarter 1

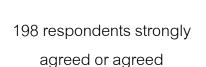


162 respondents strongly agreed or agreed

2024/25- Quarter 3

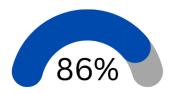


208 respondents strongly agreed or agreed



2024/25- Quarter 2

2024/25- Quarter 4



198 respondents strongly agreed or agreed

### 5. Management Support

health & care professions council

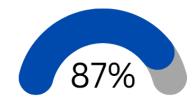
I have access to my manager whenever I need it

Compassionate, inclusive and effective leadership at all levels

2024/25 - Quarter 1

2024/25 – Quarter 2





166 respondents strongly agreed or agreed

215 respondents strongly agreed or agreed

2024/25 - Quarter 4

2024/25 - Quarter 3



218 respondents strongly agreed or agreed



218 respondents strongly agreed or agreed

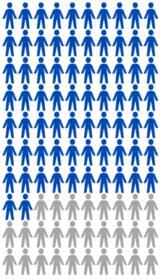
### 6. Communication & Accessibility



Compassionate, inclusive and effective leadership at all levels

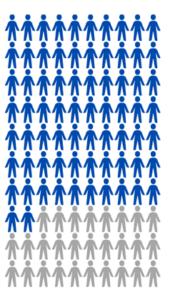
Develop and embed an organisational culture where morale is high

I feel informed about what is currently happening at the HCPC



72% of

employees feel informed of what is currently happening at the HCPC



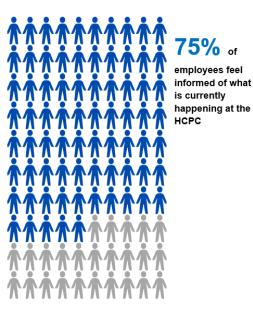
72% of

employees feel informed of what is currently happening at the HCPC



76% of

employees feel informed of what is currently happening at the HCPC



#### 2024/25 - Quarter 1

137 respondents strongly agreed or agreed

#### 2024/25 - Quarter 2

171 respondents strongly agreed or agreed

#### 2024/25 - Quarter 3

179 respondents strongly agreed or agreed

#### 2024/25 – Quarter 4

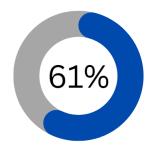
173 respondents strongly agreed or agreed

### 6. Communication & Accessibility



I am able to easily access the Senior Leadership Team (Head of Departments and ELT) if/as and when required







Develop and embed an organisational culture where morale is high

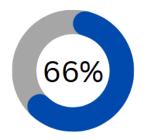
2024/25 - Quarter 1

116 respondents strongly agreed or agreed



2024/25 - Quarter 2

155 respondents strongly agreed or agreed



2024/25 - Quarter 3

165 respondents strongly agreed or agreed

2024/25 – Quarter 4
153 respondents strongly
agreed or agreed

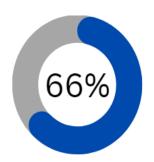
### 7. Learning and development

health & care professions council

HCPC offers a variety of learning and development opportunities

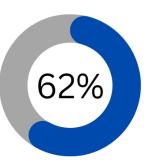






2024/25 – Quarter 1

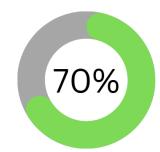
125 respondents strongly
agreed or agreed



2024/25 – Quarter 2

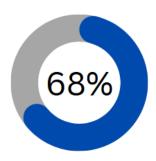
147 respondents strongly

agreed or agreed



2024/25 – Quarter 3

165 respondents strongly
agreed or agreed



2024/25 – Quarter 4
158 respondents strongly
agreed or agreed

### 7. Learning and development



(Previous Question) I am given opportunities to learn and develop my skills when needed

High performing, capable and skilled organisation

4

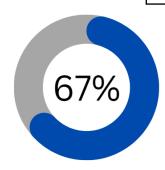
Develop and embed an organisational culture where morale is high

72%

2024/25 - Quarter 1

136 respondents strongly agreed or agreed

(Amended question) I am given opportunities to learn new skills



or agreed



160 respondents strongly agreed 163 respondents strongly agreed

163 respondents strongly agreed or agreed

69%



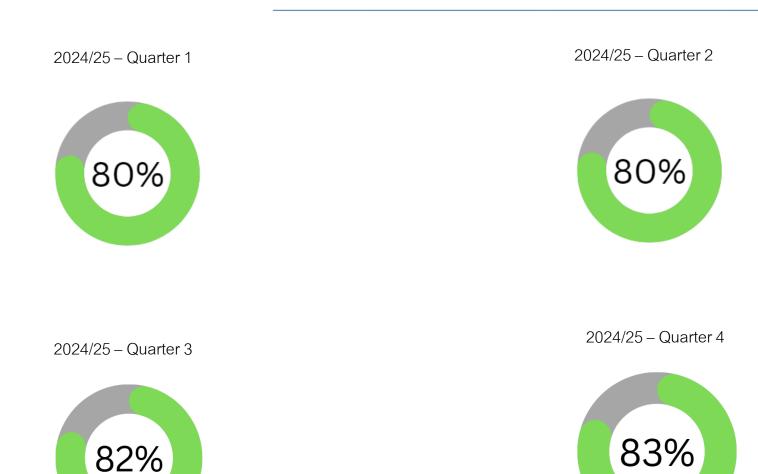
2024/25 - Quarter 4

176 respondents strongly agreed

or agreed

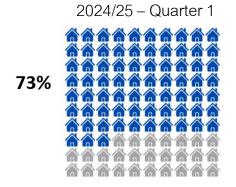


### **Employee Satisfaction Score**

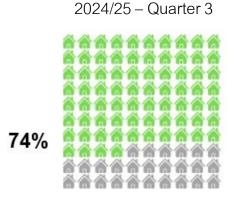




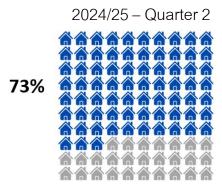
I achieve a good balance between my work life and my personal life



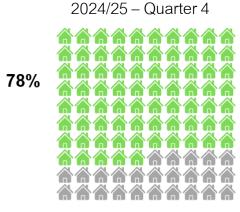
138 respondents strongly agreed or agreed



174 respondents strongly agreed or agreed



174 respondents strongly agreed or agreed

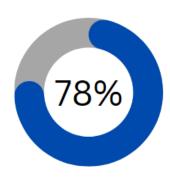


181 respondents strongly agreed or agreed

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I feel adequately supported in a hybrid working environment



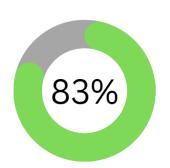
2024/25 – Quarter 1

148 respondents strongly
agreed or agreed



2024/25 – Quarter 3

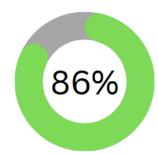
197 respondents strongly agreed or agreed



2024/25 – Quarter 2

199 respondents strongly

agreed or agreed

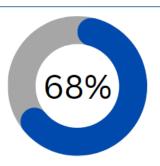


2024/25 – Quarter 4

199 respondents strongly agreed or agreed



(Previous Question) The HCPC demonstrates it cares about its employees' wellbeing

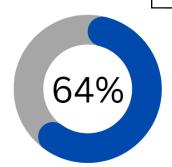


2024/25 - Quarter 1

130 respondents strongly agreed or

agreed

(Amended Question) The HCPC demonstrates it is a caring organisation



2024/25 – Quarter 2
152 respondents strongly
agreed or agreed

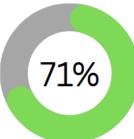


2024/25 – Quarter 3

165 respondents strongly

agreed or agreed

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2024/25 – Quarter 4

165 respondents strongly

agreed or agreed



(Previous Question) I feel valued by the recognition I receive for my work

72%

2024/25 - Quarter 1

137 respondents strongly agreed or agreed

(Amended Question) I receive recognition for my work

72%

74%

79%

2024/25 - Quarter 2

171 respondents strongly

agreed or agreed

174 respondents strongly agreed or agreed
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2024/25 - Quarter 3

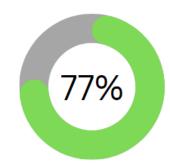
2024/25 – Quarter 4

182 respondents strongly
agreed or agreed

People and Resources Committee 12 June 2025 HR Performance Report

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How committed do you feel to the HCPC and its vision and purpose



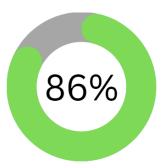
2024/25 - Quarter 1

147 respondents feeling Strongly committed or Somewhat committed



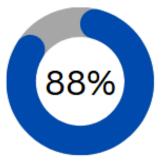
2024/25 - Quarter 3

209 respondents reported feeling Strongly committed or Somewhat committed



2024/25 – Quarter 2

206 respondents reported feeling Strongly committed or Somewhat committed



2024/25 - Quarter 4

204 respondents reported feeling Strongly committed or Somewhat committed

## 9. Confidence that HCPC is a diverse and inclusive employer



I am confident that HCPC is a diverse employer

2024/25 - Quarter 1

154 respondents strongly agreed or agreed



2024/25 - Quarter 2

199 respondents strongly agreed or agreed



2024/25 - Quarter 3

201 respondents strongly agreed or agreed



2024/25 - Quarter 4

198 respondents strongly agreed or agreed Page 37 of 37

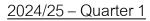


81%



82%

I am confident that HCPC is an inclusive employer



153 respondents strongly agreed or agreed

#### 2024/25 - Quarter 2

195 respondents strongly agreed or agreed



2024/25 – Quarter 3

199 respondents strongly agreed

or agreed



2024/25 - Quarter 4

198 respondents strongly agreed or agreed