HUMAN RESOURCES DEPARTMENT REPORT
FOR FINANCE AND RESOURCES COMMITTEE 24th JUNE 2004

Partners Programme

The first issue of the Partner Manual is complete and being issued to existing and new partners. This manual draws together general information about the HPC partner programme, expectations and practical information. Key reference documents used by our partners such as the Order and Rules are also included.

Work continues on all stages of the recruitment and selection process. Interviews have taken place for Arts Therapist; Paramedic; Physiotherapist; Chiropodist/Podiatrist; Clinical Scientist; Occupational Therapist and Radiographer partners.

An advert will be appearing in the July issue of *OT News* the intention being to attract more OT assessors.

The department have been working on co-coordinating, organising and supporting partner training events. Panel member training has taken place during June with further dates scheduled for July and September. Visitor and Assessor training scheduled for July and September.

A planning meeting with Communications has taken place regarding the Partners' Conference.

Employee Resourcing

The department is currently processing applications for the following positions: Secretary to Committees and Director of Fitness to Practise. Interviews for these are scheduled for July and August respectively.

Previous vacancies of Case Manager (Fitness to Practice), and Team Leader (International Registration) were recruited to internally. These appointments represented promotions for the candidates concerned and the induction process is underway.
Registration Officer x 3 were filled externally, two have started and again, inductions have begun. The third new starter will join the HPC team early July.
The final interview for Director of Education and Policy took place early June. A successful candidate has been identified. References are currently being sought.

HR Software

Info support has been identified as the HR software provider. The package has fully integrated modules for employee records, training administration, and absence monitoring, recruitment, and post/job administration. The implementation meeting has been scheduled for next week. The go live date for this project is September.

Admission of ODPs onto the HPC Register

Following the advertisement in *Technic,* the closing date for applications is 23rd June. Interviews will take place early August.