Employee Resourcing

Recruitment has slowed down over the past month, and the Human Resources Department has now been able to catch up on other administrative tasks which have been waiting.

The new Director of Communications (Jacqueline Ladds) has a confirmed start date of 4th September 2006).

As notified to the Committee at the June meeting, two Education Officer positions were advertised, however, unfortunately subsequent interviews resulted in no successful appointments. The positions will be re-advertised after August as now is not an ideal time of year to recruit people currently working in universities (due to summer holidays).

Interviews are being held on 20th July 2006 for the Policy Education Manager post, with the panel consisting of Marc Seale, John Harper, Rachel Tripp and Eileen Thornton).

Eve Seall, an internal candidate, was appointed to the recently advertised role of Fitness to Practise Manager (reporting to the Director of Fitness to Practise) following advertising in June 2006.

Following a number of internal promotions and resignations, four new Registrations Officers were appointed in July (replacement positions). Reshma Varsani, Gary Stanbury, Krysia Opalinska, and Dawn Casmir will commence on varying dates throughout July 2006.

Interviews for the Director of Policy and Standards will be held on 25th July 2006. The panel consists of Robert Clegg, Larissa Foster, Marc Seale and Eileen Thornton.

Interviews for PA roles for the Director of Operations and the Director of Fitness to Practise are scheduled for 17th July 2006.

Performance Review System

As the Committee is aware from a paper in November 2005, HPC's performance review system was revised and improved last year. This included additional competency ratings on the forms, and a new category for training needs, to allow for a training needs analysis.

Now that the revised system has been used across the organisation (in February 2006), HR has been meeting with every team to consult about how people found the process and if any further minor improvements are required. The Committee will be briefed on any agreed changes following the consultation period.

Employment Contracts

According to the HR Workplan for 2006/2007, HPC's new employment contracts which were approved by the Finance and Resources Committee in October 2005 are to be rolled out in July/August to existing employees (those who were employed prior to October 2005 and who are currently on the old HPC contracts). HR are currently drafting all of the new contracts with an aim to conduct an "all staff presentation" about the changes, and achieve acceptance and signage by the end of August for all employees.

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Sickness Review Meetings

Under the HPC Sickness and Absence Policy, at certain "trigger points", return to work meetings and sickness review meetings are held with employees when sickness is long term or reaches a level that is considered to unacceptable. The purpose of these meetings are to identify underlying causes of absences and explain impacts of absence, consider a range of appropriate and helpful responses, to agree a way forward and give the employee an opportunity to improve attendance.

As Managers have not received on-the-job training in this area previously, Kelly Webster (our HR Officer who specialised in attendance management meetings in her previous role at the Corporation of London) has been sitting in with Managers as they conduct these meetings to train Managers, provide support for both employees and Managers in relation to understanding the process, and also ensure the process is consistent across the organisation. This HR assistance has proven very successful, with Managers feeling more confident in conducting these meetings, and better understanding the legal framework in which they are held.

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