# **Employee Resourcing**

Jacqueline Ladds, Director of Communications returned from a period of maternity leave on 30 June and the Acting-Up arrangements which had been arranged to cover her leave ceased.

As advised to the Committee in June, the Director of Operations post was advertised on 11 June in the Guardian Newspaper. This was previously filled by Greg Ross-Sampson on a contractor basis and was advertised to fill the post on a permanent basis. The interview panel consisted of Anna van der Gaag, Barbara Stuart, Marc Seale and Larissa Foster, and interviews were held on 17 July. Greg Ross-Sampson was successful and has been appointed to the role on a permanent basis.

There is currently a vacancy for a Finance Officer due to the previous Finance Officer leaving the organisation. This will be advertised in late July. Tyrone Reid, a contract Customer Services Manager in Registrations has left the organisation. A replacement will be recruited shortly.

## Information and Consultation of Employees (ICE) **Regulations 2004**

PPR

Following approval by the Finance and Resources Committee in its June meeting to adopt a pre-existing agreement if 25 per cent of employees voted to implement a consulting group, a presentation was given to all employees by the Director of Human Resources about the ICE Regulations on 8 July. This

provided employees with relevant information and gave them a two week period to vote. The votes will then be counted and the agreement progressed from there if enough employees vote to have one.

### Management of Bond International

The Human Resources Department has spent some time over the past month, with the help of the Director of IT, in better managing the relationship with Bond International, the supplier of the human resources data base (Professional Personnel) and employee HR intranet (HRinfo). This has resulted in better response times by Bond International, fuller investigations into any problems with the databases, and discounted rates on training and licences. It has also resulted in a weekly client meeting via conference call to Bond until the current technical difficulties are ironed out.

# **Employee Attitude Survey**

The employee attitude survey was put out to employees at the end of June for completion. After discussion the EMT agreed that this would be voluntarily completed by employees rather than compulsory, as this would be in keeping with the consultative and positive style of the survey generally. However, managers were asked to strongly encourage employees to complete it.

81 per cent of employees completed the survey. The results are currently being compiled and will be presented to employees and the Finance and Resources Committee in September 2008.

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Status

DD: None

Final

Int. Aud. Internal RD: None



	2007					2008							2009									2005/6 2006/7 2007/8 2008/9			2008/9			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
EMPLOYEES					-												-											
Total Employees	82	86	87	90	94	94	97	95	98	102	106	107	110	116											78	79	107	116
Full-time	78	82	84	87	91	91	94	92	95	99	103	104	107	113											73	75	104	113
Part-time	4	4	3	3	3	3	3	3	3	3	3	3	3	3											5	4	3	3
FTE	80	84	85	89	93	93	95.5	93.5	96.5	100.5	101.5	106	109	115											76	77	105.5	115
Permanent	79	81	87	79	90	90	93	90	90	96	96	101	106	110											74	78	101	110
Starters (Permanent)	5	4	2	5	3	3	4	0	3	4	7	2	6	7											6	46	42	13
Leavers (Permanent)	2	1	3	0	3	1	2	3	1	0	1	0	3	3											3	20	17	6
Turnover%YTD(Perm)	27.71	27.27	27.97	27.57	30.7	27.41	29.18	26.37	26.09	23.32	22.97	19.03	19.65	21.28											*	30	26	20
Fixed-Term Contracts	3	3	0	1	4	4	4	5	8	8	7	5	4	6											4	1	5	6
Starters (Fixed-Term)	1	0	0	1	4	0	0	1	3	1	0	2	0	3												1	2	3
Leavers (Fixed-Term)	0	0	2	1	0	0	0	0	0	0	1	4	1	0												1	4	0
Agency Days	129	169	304	282	353	253	200	251	174	189	192	246	0	0											95	2,590	2,742	0
% work days lost to sick	2	4	4	5	4	3	3	3	2	5	5	2	5	3											*	4	3	4
O.H. Refs	0	1	0	2	2	2	1	3	2	4	1	1	2	1											0	18	19	1
CONTRACTORS																											,	
TOTAL	2	2	2	2	2	2	2	2	2	2	2	2	2	2											2	2	2	2
Full-time	2	2	2	2	2	2	2	2	2	2	2	2	2	2											2	2	2	2
Part-time	0	0	0	0	0	0	0	0	0	0	0	0	0	0											0	0	0	0
FTE	2	2	2	2	2	2	2	2	2	2	2	2	2	2											2	2	2	2
Starters	0	0	0	0	0	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	0	0	0											0	0	0	0
TOTAL C & E	84	88	89	92	96	96	99	97	100	104	108	109	112	118											80	81	109	118
ETE: Full-time equivalent		fe: Occi	unation	al haalt	h rofor	ale NO		ntracto	re are N	JOT inc	luded ir	the to	tal num	her of	omnlov	000												

FTE: Full-time equivalent O.H.Refs: Occupational health referrals NOTE: Contractors are NOT included in the total number of employees

For "FYE" and "YTD" sick-days total is for whole year or year to date

Fixed-Term Contract employees are not included in the overall turnover figure so it accurately reflects the number of permanent employees leaving

\* Changes to report data requested from April 2006 onwards