

Employee resourcing

The focus of the HR team's activity over September and October has been recruitment. Posts filled include the roles created as a result of the transfer of the regulation of social workers to the HCPC, and the resulting backfill if internal candidates have been appointed.

Education

Interviews for one replacement and two new Education Officer roles were held in September. Nicola Baker, Louise Devlin (currently a Registration Officer) and Maria Burke will commence their roles in late November and early January 2013.

Fitness to Practise

Following interviews in September and October, the appointments set out on **Table 1** below have been made.

Recruitment is now in progress for the role of Head of Adjudication to replace Alison Abodarham, who will leave the HCPC in December 2012.

Registration

Following interviews in September and October the appointments set out on **Table 2** below have been made.

Policy

Recruitment is in progress for the new post of Policy Officer. This post was originally required from March 2013 onwards,

but recruitment has been brought forward to cover the part-time secondment of Charlotte Urwin, Policy Manager, to the Department of Health.

Other HR activities

Training

Progress has been made towards meeting a number of the training requirements identified in the 2012/13 Organisational Learning Plan. During September and October courses have run covering the following areas: Excel, Plain English, Time Management, Finance for Non-financial managers and Project Management.

All new employees and managers continue to receive diversity training and several courses have run in September and October.

Annual review of job descriptions

Work is now complete on the annual review of all HCPC job descriptions.

Policy work

Work is in progress towards the establishment of the HCPC's first two apprenticeships. The apprentices will be based in the Registration team and will gain an NVQ level 2 qualification in customer service while in post. It is anticipated that the apprentices will commence work in December 2012.

Table 1 Fitness to Practise recruitment September/October 2012

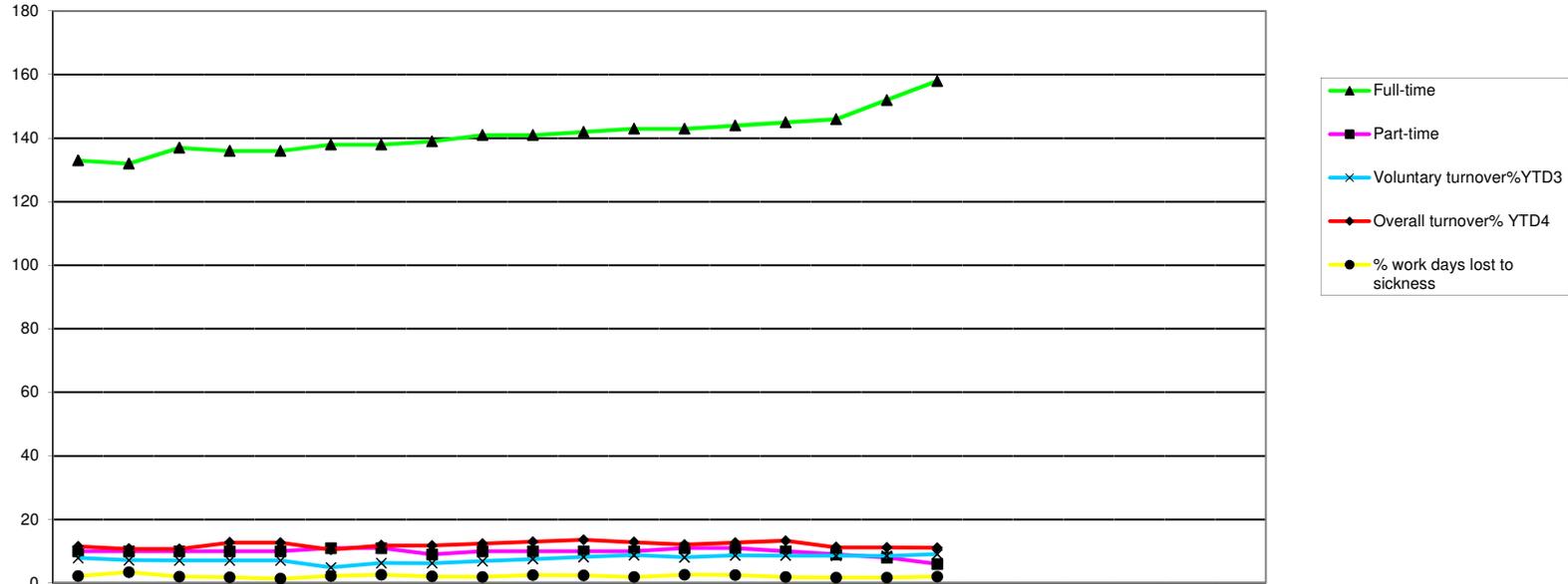
Post	New/backfill	Name	Start date	Former HCPC role
Investigations Manager	new	John Barwick	September 2012	Case Team Manager - Advancement
Quality Compliance Officer	new	Josephine Fox	October 2012	
Case Team Manager (Acting)	new	Cara Donald	October 2012	Case Manager - Advancement
Case Manager	new	Nike Gustave	November 2012	
Case Manager	new	Stephen John	November 2012	
Case Manager	new	Rebecca Hall	November 2012	
Case Manager	new	Shirley Hamilton	November 2012	
Case Manager	backfill	Samantha Jones	November 2012	
Case Manager (Team 3)	new	Michael Bellis	November 2012	
Case Manager (Team 3)	new	Richard Westlake	November 2012	
Case Manager (Team 3)	backfill	Alisa Cojeen	November 2012	
Case Manager – Advancement	new	Akua Dwomoh-Bonsu	November 2012	Case Manager
Case Manager – Advancement	new	Claire Pryor	November 2012	
Hearings Officer	new	Clare Baker	November 2012	Scheduling Officer
Scheduling Officer	new	Amal Hussein	December 2012	
Scheduling Officer	backfill	Amaka Rapu	November 2012	
Case Team Manager - Advancement	backfill	Sabrina Adams	November 2012	Case Team Manager
Case Team Manager	backfill	Ren Stephen	November 2012	

Table 2 Registration recruitment September/October 2012

Post	New/backfill	Name	Start date	Former HCPC role
Trainer- Registrations	new	Adam Mawson	September 2012	Registration Advisor
Acting Customer Services Manager	backfill	Chris French	September 2012	Registration Team Leader
Acting Team Leader	backfill	Laura Chan	October 2012	Registration Advisor
Registration Advisor	backfill	Temilolu Odunaike	October 2012	
Registration Advisor	backfill	Selma Elgaziari	October 2012	
Registration Advisor	backfill	Gloria Nzuruba	October 2012	
Registration Advisor	backfill	Isabel Ayo Ajao	October 2012	
Registration Advisor	backfill	Patricia Terry	October 2012	

Table 2 Registration recruitment (cont.)

Registration Advisor	backfill	Phil Murphy	October 2012	
Registration Advisor	backfill	Robert Priester	November 2012	
Registration Advisor	backfill	Nic O'Regan	November 2012	
Registration Advisor	backfill	David Atandare	November 2012	



	2011			2012									2013											
	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																								
Budgeted employees	148	148	148	148	148	148	148	148	148	148	148	148	165	165	165	165	186	186	186	186	186	186	186	186
Total employees	143	142	147	146	146	149	149	149	151	151	152	153	154	155	155	155	160	164						
Full-time	133	132	137	136	136	138	138	139	141	141	142	143	143	144	145	146	152	158						
Part-time	10	10	10	10	10	11	11	9	10	10	10	10	11	11	10	9	8	6						
FTE	142	140	145	144	144	145	145	148	149	149	149	151	152	153	153	153	159	163						
Permanent	139	139	138	139	138	139	138	136	141	144	150	142	146	147	148	148	154	159						
Fixed-Term Contracts	4	5	9	7	8	10	11	14	8	9	10	11	8	8	7	7	6	5						
Starters (permanent)	0	0	0	0	0	0	0	0	2	0	0	2	0	2	2	1	7	4						
Starters (fixed-term)	0	2	7	2	2	4	1	1	2	1	1	1	2	1	0	0	0	1						
Voluntary resignations¹	2	1	1	1	2	0	2	0	1	1	1	1	1	2	1	1	2	1						
Compulsory leavers ²	0	0	0	3	0	1	0	1	1	0	0	0	0	0	1	0	0	0						
Total leavers (vol. & comp.)	2	1	1	4	2	1	2	1	2	1	1	1	1	2	2	1	2	1						
Voluntary turnover%YTD³	8	7	7	7	7	5	6	6	7	8	8	9	8	9	9	9	9							
Overall turnover% YTD ⁴	11	11	11	13	13	10	12	12	12	13	14	13	12	13	13	11	11	11						
Agency days	55	36	22	31	46	87	91	76	21	21	27	56	60	124	204	434	573	501						
% work days lost to sickness	2	3	2	2	1	2	3	2	2	2	2	2	3	2	2	2	2	2						
Average sick-days YTD	6	6	6	6	6	6	6	6	6	6	6	6	6	5	5	5	5	5						
Sick-days	69	106	63	55	43	71	80	67	57	71	76	61	84	88	60	58	59	71						
O.H. Refs	1	1	0	2	1	2	1	1	3	2	1	0	3	4	1	4	1	2						

2005/6	2006/7	2007/8	2008/9	09/10	10/11	11/12	11/12
FYE	FYE	FYE	FYE	FYE	FYE	YTD	YTD
			124	132	144	148	165
78	79	107	116	136	142	153	164
73	75	104	113	124	131	143	152
5	4	3	3	5	11	10	6
76	77	106	115	127	140	151	163
74	78	101	113	126	134	142	159
4	1	5	4	3	8	11	5
6	46	42	36	37	15	4	16
	1	13	7	8	10	24	4
3	20	17	22	22	10	13	8
	1	8	3	3	5	6	1
-	21	25	25	25	15	19	9
*	30	26	19	16	7	9	9
	-	-	20	20	11	13	11
95	2590	2742	1,149	1385	360	568	1895
*	4	3	4	3	2	2	12
			8	7	6	6	5
846	795	777	847	943	843	819	420
0	18	19	27	10	13	15	15

¹ Voluntary Resignations:

² Compulsory Leavers:

³ Voluntary Turnover YTD:

⁴ Overall Turnover:

FTE