

Authority Paper

Committee	Authority
Meeting Date:	2 nd July 2008
Agenda Item	16
Paper Number	[HFEA (02/07/08) 455]
Paper Title:	Human Resources Report
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For Information or Decision?	Information
Recommendation to the Committee:	The Authority is asked to review the latest HR information

HR REPORT: April – March 2009

1. HR STATISTICS

1.1 Establishment - Projected

Profile of HFEA Headcounts 2008- 09 (ALB Return)

Month	Projection		
	<i>Headcount</i>	<i>WTE</i>	<i>P/T headcount (WTE)</i>
April	84	82.1	6 (4.1)
May	84	82.1	6 (4.1)
June	84	82.1	6 (4.1)
July	84	82.1	6 (4.1)
August	84	82.1	6 (4.1)
September	84	82.1	6 (4.1)
October	84	82.1	6 (4.1)
November	84	82.1	6 (4.1)
December	84	82.1	6 (4.1)
January	84	82.1	6 (4.1)
February	84	82.1	6 (4.1)
March	84	82.1	6 (4.1)
TOTAL	84	82.1	6 (4.1)

1.2 Establishment – Actual headcount

Department	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
CE's Office	9	9										
Resources	12*	11*										
CoPo	19*	19*										
Regulation	22	23										
Information	23*	23*										
Programme 2010	5	5										
Total	90	91										

Maternity leave or secondees also counted as part of establishment figures. In April & May 2008 there were 2 members of staff on maternity leave and one member seconded at the DH- recorded with (*). April also included cover for long term sickness absence.

1.3 Staff Turnover

Month	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Monthly turnover %	3.33	1.09										

Annual Projection

Actual annual turnover 07/08	30.1%	12 month rolling average annualised turnover 08/09	26.52
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Turnover figures include all staff working for the HFEA, including fixed term staff. However staff who have left the Authority as a result of their contracts ending have not been included. Turnover rate calculated as: $\frac{\text{Number of leavers (headcount)}}{\text{Average headcount during period}} \times 100$

Target: Turnover rates of 20%

Comment: Turnover continues to be noted on the risk register. As part of the Employee Engagement work stream, retention will be investigated and schemes designed and implemented to improve our turnover. This will also include reviewing recruitment processes and practices.

1.4 Absence

Month	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Sickness absence rate %	2.5%	1.6%										
Actual Days	49	32										
Actual Staff Absent	14	7										

Annual Projection

Average sickness absence rate	2.05%
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Sickness absence rate is calculated as: $\frac{\text{no of working days lost} \times 100}{\text{Total staff time available (total no of working days)}}$

Target: Sickness rates at 3% or below

Comment: Long term sick has driven the figures for absence up for April & May, if we removed this the figures would be 1.3% & 0.5% respectively showing that absence is low at the present time. We are currently looking at our sickness reporting procedures to confirm that all sickness absence is being reported promptly and that the HFEA is adhering to best practice regarding return to work procedures.

2. CURRENT or ANTICIPATED RECRUITMENT

Policy & Communications

Policy Manager (FTC)

PA to two Directors (Also Resources Directorate)

CEO

Assistant Private Secretary

Programme 2010

Information Analyst

Regulation

Inspector

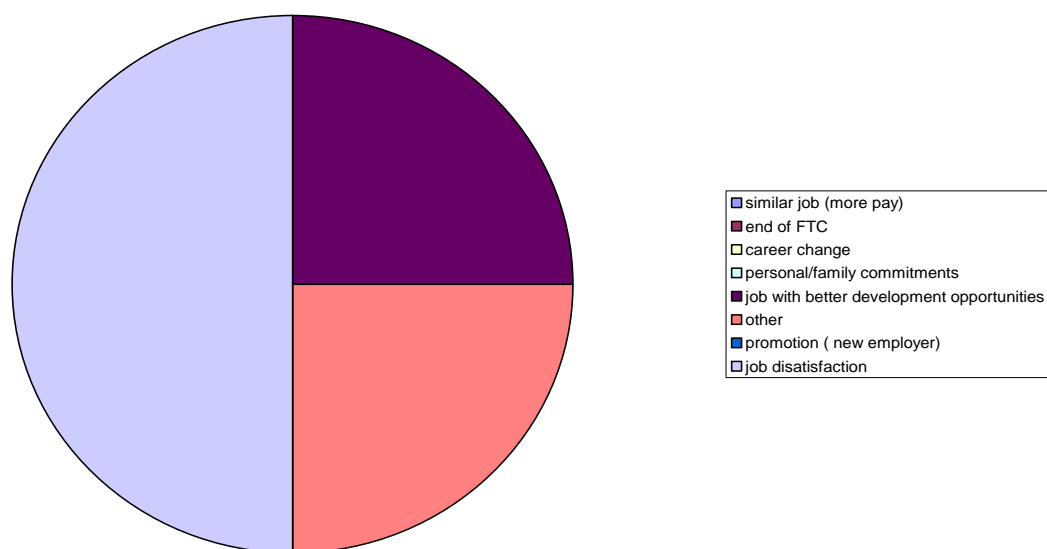
*FTC = Fixed Term Contract

3. NEW EMPLOYEES FROM 1 June 2008 AND ACCEPTED OFFERS OF EMPLOYMENT

Directorate	Name	Post	Date of Joining
Regulation	Angela Sutherland	Inspector & Incidents Investigator	02 June 2008
Policy & Communications	Juliet Tizzard	Head of Policy	02 June 2008
Regulation	Paula Nolan	Inspector & Complaints Investigator	23 June 2008
Regulation	Bhavna Mehta	Inspector	23 June 2008
Resources	Natasha McFadzean	Facilities Manager	03 June 2008

4. REASONS FOR LEAVING

Reasons for Leaving



Comment: Although 2 employees's cited 'job dissatisfaction' the issues were based around a number of factors. These factors included unhappiness with the large workload, and personal travel issues. The leaver form is currently being redesigned to capture more specific data. This new data will be in place for the next Authority Report.

5. HR Activity within HFEA

5.1 Training & Development

Equality and Impact Assessment training has been identified as a priority for this quarter. A number of staff have already been attended training sessions in Jan & May 2008. All personnel who are involved in policy or change work will be required to attend these sessions so that the HFEA is able to fully meet the legal obligations under equality & diversity requirements. Next sessions to be rolled out in late June/early July.

The PDP and moderation process were re-designed this year to a more simplified and user friendly format. The process has also been bought forward to correlate more effectively with the new Business Plan, and business year. The PDP meetings have been successful with 97% of forms being handed in by the 30th May deadline. Moderation will take place in June, with staff being notified of their box marking and pay rise in July which will be scrutinised by the Resources Committee at their meeting on the 10th July. New salaries will take effect from 01 August 2008

5.2 HTA

The HTA have hired a new Head of HR and HR Officer to service their day-to-day HR needs. The current SLA is being discussed to ensure that a good service continues to be delivered.

5.3 Programme 2010

HR have identified a number of areas of the Employee Engagement strand where specific input is required. A project plan has been drawn up and currently the team are working on a reviewing & implementing a new induction programme for new starters, a GAP analysis of our current policies and working with other ALB's to create new policies where required. The team are also beginning work on Performance Management issues by designing a HR for Line Managers Training Programme.

5.6 Diversity

The Equal Pay review has now moved to benchmarking. Imbucon are now carrying out this exercise against a number of regulators and also DH to ensure that our Heads are within the correct pay bandings.

Sacha-Marie Dobrin
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