
HR & Partners Performance Report - Quarter 2, 2021-22

Executive Summary

This report provides Key Performance Indicators for HCPC in relation to our people and partner activity within the period from July 2021- September 2021 (Q2).

The main areas reported on are:

- Establishment – permanent, FTC and agency staff
- Wellbeing – total sickness including short term and long-term sickness
- Recognition and Wellbeing – Instant Awards
- Turnover – number of people who have left within the period
- Reasons for leaving
- Recruitment – number of jobs advertised, jobs offered (internally and externally)
- Employee relations cases – disciplinary, capability and grievance cases
- L&D activity
- Partner activity

The main highlights from the report are:

- **Recruitment:** a peak in recruitment to fill vacant positions. This has led to a number of successful recruitment campaigns and positions being filled.
- **Organisational development:** We have successfully launched our coaching programme and 'Beyond Barriers' inclusive mentoring programme. We have had 16 applications for the mentoring programme (including mentors and mentees). Following training, mentoring is due to begin in January 2022.
- **Instant Awards** – 67 employees received an award during the period for living one of the HCPC values.
- **Agency staff:** remain high as agency staff have been used for interim cover, to cover seasonal work in the Registrations department, backfill for those who have been absent and to fill a vacancy until the role has been filled permanently. However, this is being addressed by the ongoing recruitment campaigns. We are taking steps to address these issues to reduce our reliance on agency staff, including collaborative work between HR, Finance and departments to review establishment and improve workforce planning. We are also seeking to increase notice periods where appropriate and we are beginning the process of over-recruiting for high-volume roles to reduce ongoing vacancy rates without increasing our rolling head-count.

- **Long term sickness:** 117 days have been lost to LTS. This is a result of to 2 employees being off. We have since been able to rehabilitate one employee back to the workplace with a number of reasonable adjustments.
- **Covid:** 46 days were recorded under the Covid code all relating to positive cases.

Previous consideration	PRC received the Quarter 1 HR KPI report at the last meeting and agreed that the data should be presented to PRC as standing agenda item covering a 3-month period.
Decision	The PRC is asked to discuss the paper
Next steps	Continue to review and analyse the data in light of the HR departmental workplan. HR to work with managers and Head of departments to resolve any underlying issues within their team and deliver against the People Strategy as agreed. Specific actions relating to recruitment are being taken as set out above.
Strategic priority	Strategic priority 5; Build a resilient, healthy, capable and sustainable organisation
Risk	5. The resources we require to achieve our strategy are not in place or are not sustainable.
Financial and resource implications	Activities involved in preparing and taking action in relation to improving KPIs is being led by the HR team within existing resource and budget
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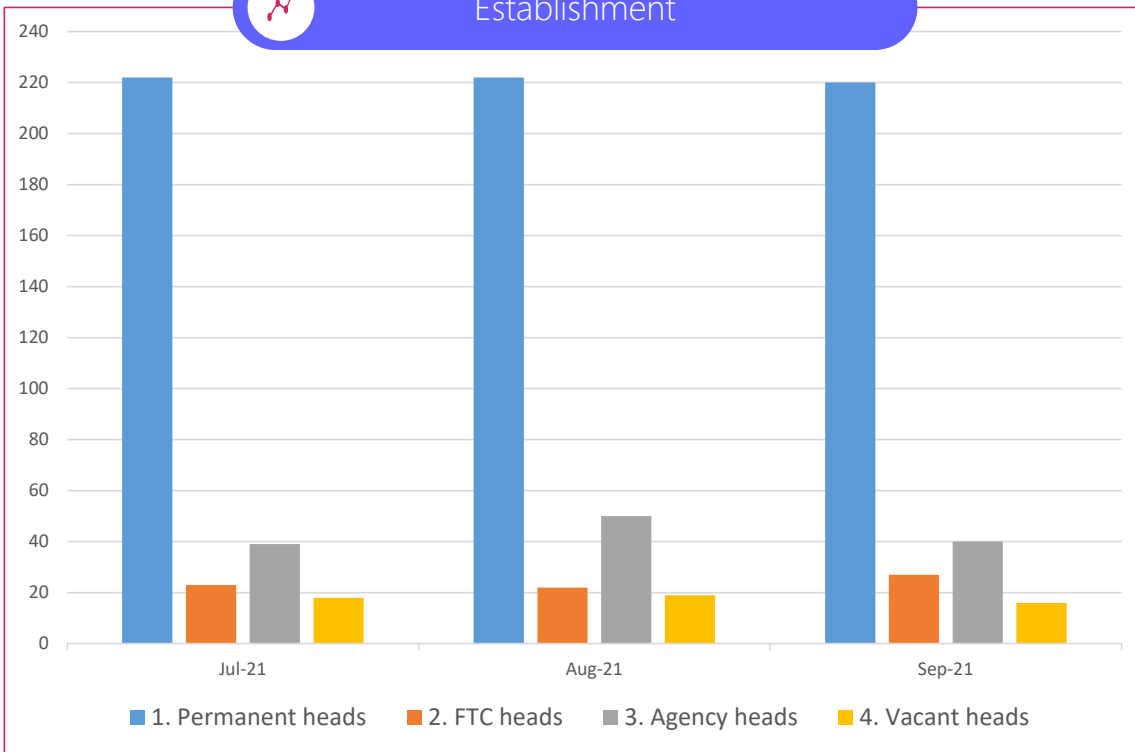
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Performance Report HR, OD & Partners July 2021 - September 2021

ESTABLISHMENT

Establishment



Permanent number of employees - 220

FTC number of employees - 27

Agency staff - 40

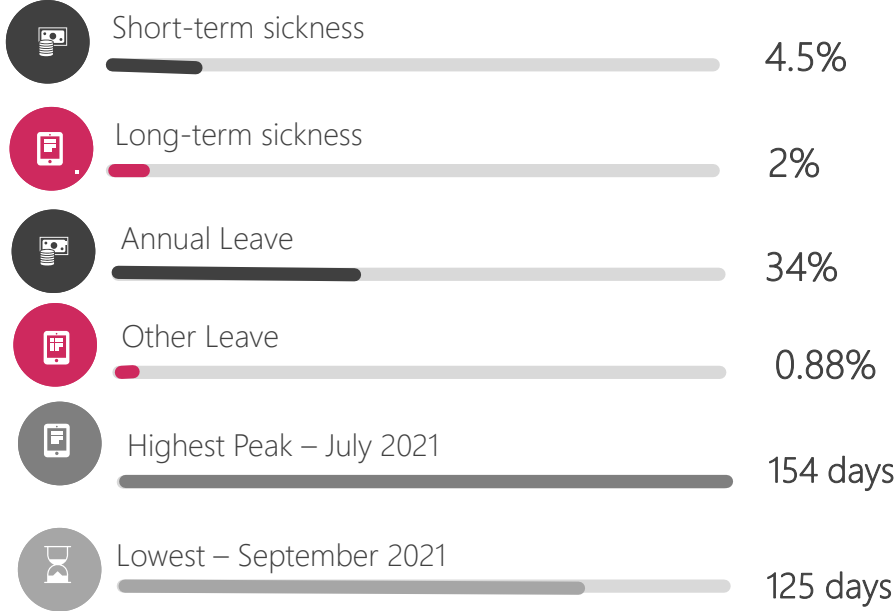
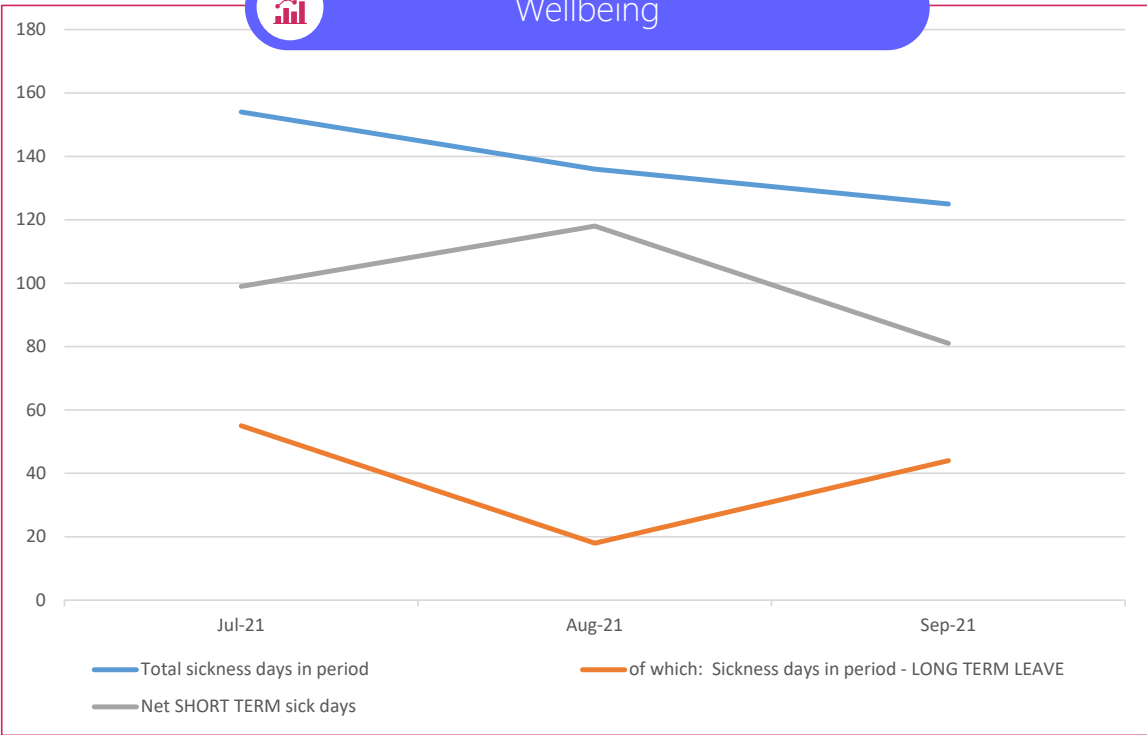
Total number of employees (exc agency) - 247

*Based on average number of employees across period



ABSENCE

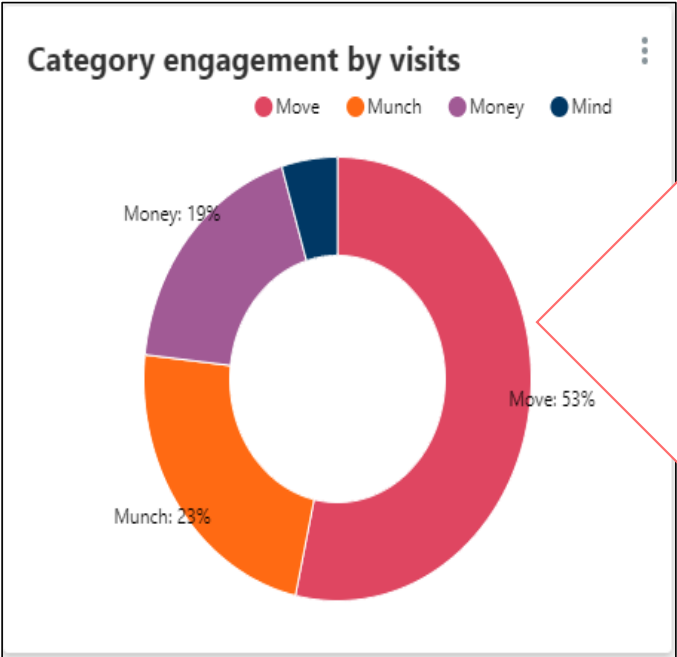
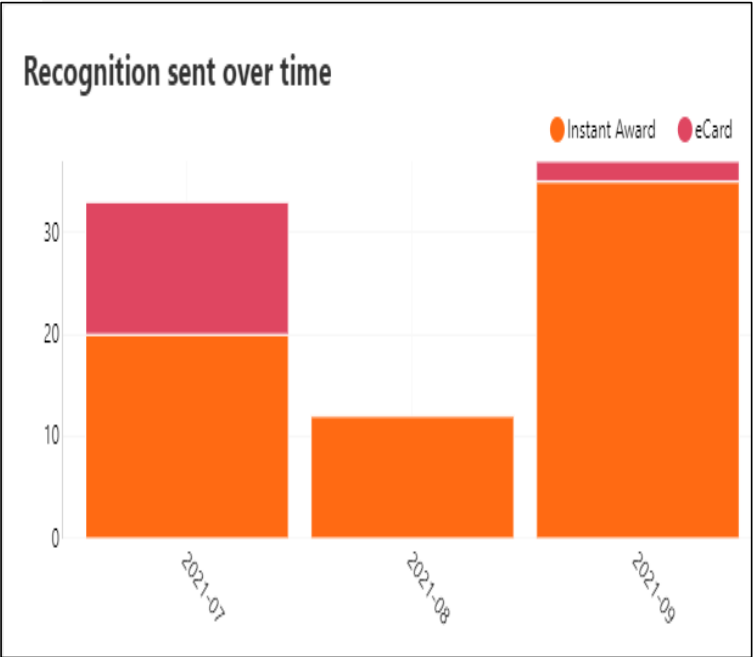
Wellbeing



The top 2 departments with the highest sickness absence records are FtP (Investigations) and Registrations (ST2). NB FTP and Registrations are the largest departments therefore it is not a surprise that sickness rates are high in these areas.



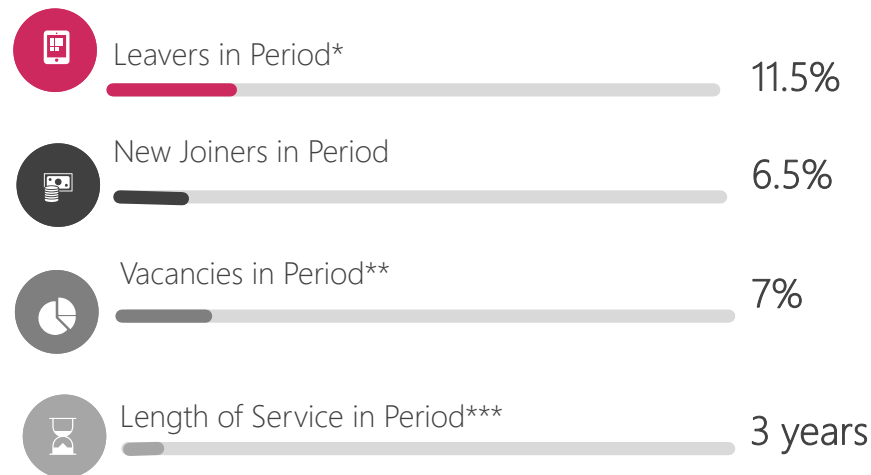
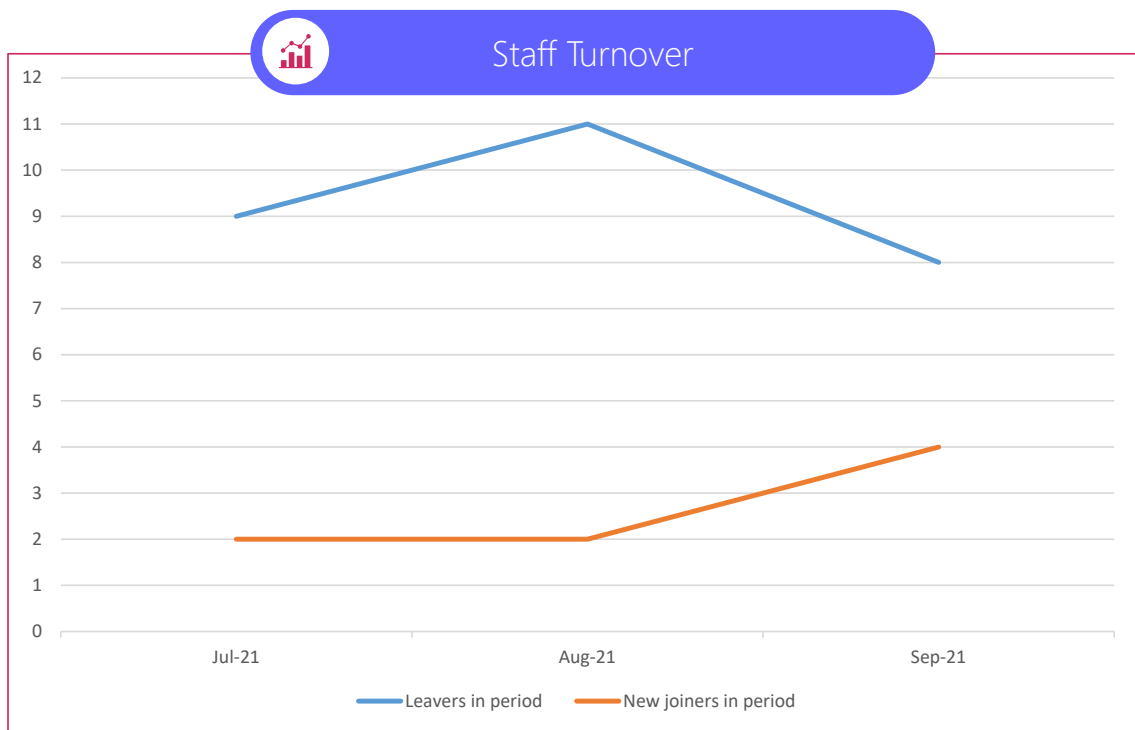
RECOGNITION & WELLBEING



- Wellbeing Centre
- Munch
 - Recipes
 - Wellbeing articles
- Mind
 - Stress videos and articles
 - Sleeping patterns
- Move
 - Exercise Videos
- Money
 - Budget planner
 - Pension calculator



TURNOVER



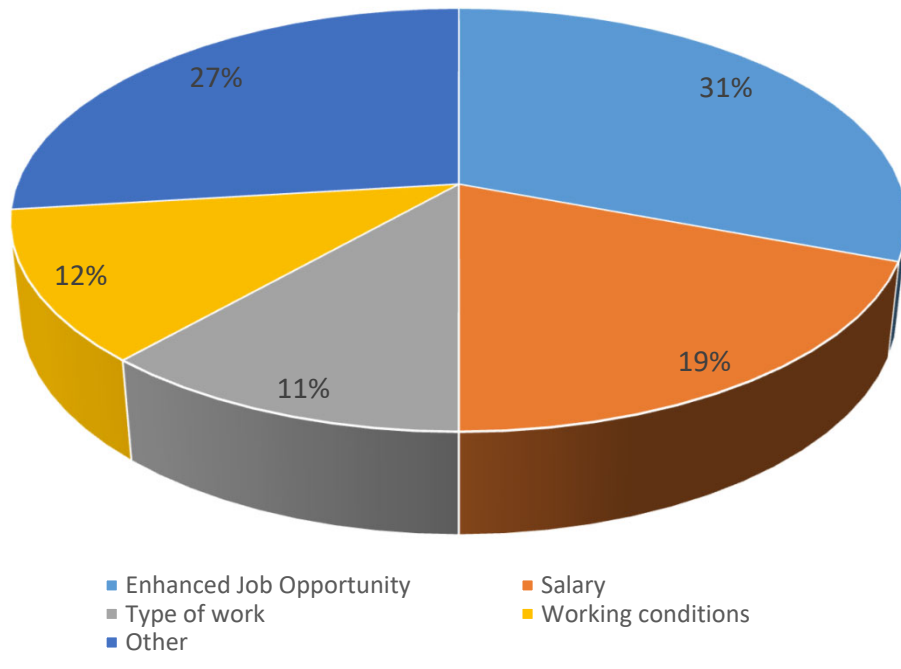
UK National Turnover Average (xperthr.co.uk)	20.9%
HCPC Turnover Average	20.6%

*Based on a quarterly reporting
 **Based on number of vacancies and target establishment
 ***Average length of service based on total number of leavers



REASONS FOR LEAVING

Reasons for leaving



Leavers in Period - 28

Exit Interviews - 12



RECRUITMENT



Job advertised - 18

In Progress vacancies - 49

Internal Offers - 3

External Offers - 5

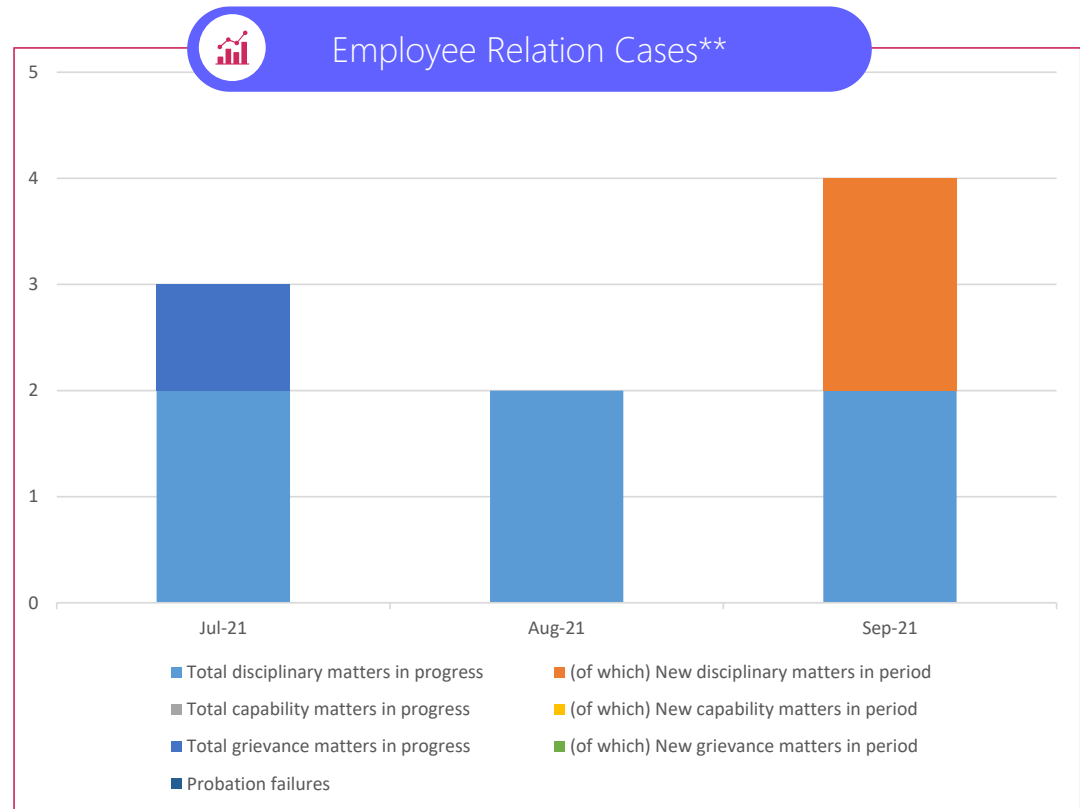


EMPLOYEE RELATIONS

EDI stats for ER cases between Jul 21 – Sep 21 (7 cases in total)*

Department	Capability	Disciplinary	Grievance	Sickness	Probation	Sanctions
FTP	0%	14%	0%	0%	0%	14%
Registration	0%	0%	14%	14%	0%	29%
Finance	0%	14%	0%	0%	0%	0%

Ethnicity	Capability	Disciplinary	Grievance	Sickness	Probation	Sanctions
Asian	0%	50%	0%	0%	0%	0%
Black	0%	0%	100%	0%	0%	0%
Mixed	0%	50%	0%	0%	0%	0%
Not Known	0%	0%	0%	0%	0%	0%
PNS	0%	0%	0%	0%	0%	0%
White	0%	0%	0%	100%	0%	100%
Other	0%	0%	0%	0%	0%	0%



*Including formal/informal proceedings based on 7 cases
 **Including formal/informal proceedings and ongoing sanctions



ORGANISATIONAL L&D ACTIVITY JULY-SEPT 21

L&D Activity (virtual-based)	Attendees	Hours of training	Internal/External
MDP Cohort: Investigations and hearings training	10	30	Internal
HR essentials managing performance and APDR	4	12	Internal
HR essentials giving and receiving feedback	2	6	Internal
HCPC Welcome event for new starters	30	15	Internal

Other development activity:

- Launch of Level 5 coaching professional apprenticeship - 4 colleagues successfully selected. Programme starts October 2021
- Launch of Beyond Barriers inclusive mentoring programme- communication and engagement activity commenced via ELT, employee forum, EDI Forum, all employee event platforms

DIGITAL LEARNING ACTIVITY JULY-SEPT 21

eLearning (onboarding for new starters)	Completion
Anti Bribery	81%
Anti Fraud	90%
EDI	74%
Corporate Induction	69%
Information Security	85%

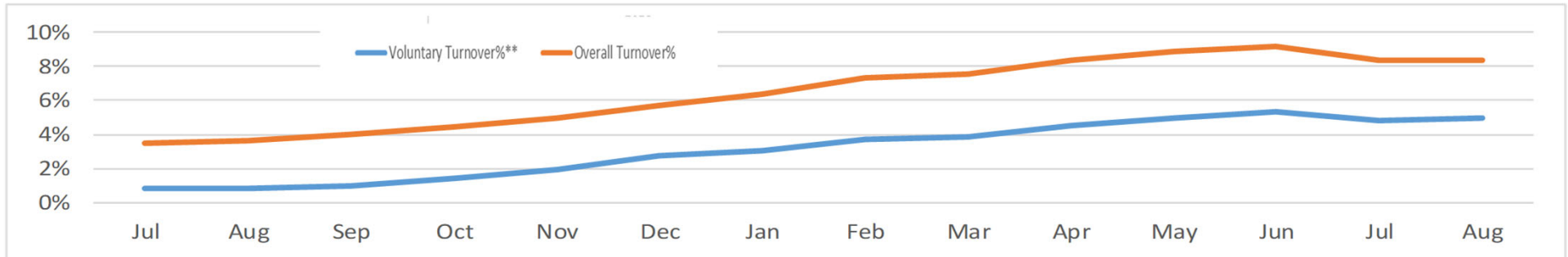


HCPC PARTNER RECRUITMENT/TRAINING

Role	Profession	Applicants	Appointed
Lay Panel Member	Lay	178	21
Panel Member	Clinical Scientist	live	tbc
Panel Member	Paramedic	live	tbc
Panel Member	Arts Therapist	live	tbc
Panel Member	ODP	live	tbc



PARTNER TURNOVER



Partner turnover

	2020/21												2021/22						21/22
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
Voluntary Resignations	0	1	1	3	0	1	3	3	5	2	4	1	4	4	3	0	1	7	19
8-year rule*	0	0	0	17	0	0	0	0	0	2	2	0	1	0	0	15	0	0	16
Terminations**	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Leavers (Vol & Comp)	0	1	1	20	1	2	3	3	5	4	6	1	5	4	3	15	1	7	35
Recruited partners	0	0	0	0	0	0	8***	17	0	0	0	5	11	0	9	13	13	21	67
Total Number of Partners	642	641	640	620	619	617	614	628	623	619	613	617	623	619	625	623	635	649	621
Voluntary Turnover% **	0%	0%	0%	1%	1%	1%	1%	2%	3%	3%	4%	4%	4%	5%	5%	5%	5%	6%	3%
Overall Turnover%	0%	0%	0%	3%	4%	4%	4%	5%	6%	6%	7%	8%	8%	9%	9%	8%	8%	9%	6%

*Including failed renewal assessment

** Termination incl. temp contract

***internal campaign

Turnover information does not capture those Partners who move from one role to another or those who leave one role and remain in another

YTD = Year to date

