



HR Committee Head of People Services Report

October to December 2025 – Presented on Tuesday 13 January 2026

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1. Update – notable work

- Jobtrain launched in October
- Communicated Long Service Awards decision
- Communicated outcome of Retail pay review & calculated back pay
- Taken on Retail Volunteer Lead line management
- Taken on Clinical Admin line management
- HR & Payroll systems – research and business case
- Pay policy review and proposal
- Pay review proposal

1. Update – to do (next 3 months)

- Line manager training
- Outstanding policy reviews x 8
- Contract & bank agreement reviews
- HR & Payroll system (Cintra) project
- Annual declarations (staff, volunteers and trustees)
- Staff intranet
- Values work with Becca

2. Starters & Leavers

Full name	Job title	Department	Start date
Zoe Bennetton	Clinical Fellow	DOCTORS	01/10/2025
Freditta Apeageyi	Individual Giving Manager	FUNDRAISING	02/10/2025
John Peatfield	Philanthropy & Partnership Officer	FUNDRAISING	14/10/2025
Sueli Bertozzi	BANK - Assistant Shop Mgr	RETAIL	21/10/2025
Ayesha Matty-Sabat	BANK - Assistant Shop Mgr	RETAIL	21/10/2025
Sharon Rigby	Interim Payroll Manager	HR	04/11/2025
Paula Berry	BANK - HCA IPU	IPU	01/11/2025
Aries Buenaventura	Staff Nurse - IPU	IPU	24/11/2025
Karen Hammond	Clinical Nurse Specialist	CPCT	24/11/2025
Joh-Van Gillespie	Assistant Manager - Rosehill	RETAIL	13/12/2025

Full name	Job title	Department	Start date	Leave date	Leave reason
Tracy Christmas	Community Service Manager - CPCT	CPCT	20/11/2017	05/10/2025	Resigned with notice
Paula Berry	HCA - IPU	IPU	15/06/2015	20/10/2025	Resigned with notice
Anna Jose	Assistant Manager - Sutton	RETAIL	17/04/2025	29/10/2025	End of fixed-term contract
Meiry De Amorim Lima	BANK - Assistant Shop Mgr	RETAIL	08/09/2021	31/10/2025	Bank role ceased - LTS
Linda Edwards	BANK - Housekeeping/KA	HOUSEKEEPING	03/12/2015	31/10/2025	Bank role ceased - Disciplinary
Diana Bromboszcz	Psychological Lead	PSYCHOSOCIAL	12/06/2017	05/11/2025	Settlement Agreement
Kate Billingham Wilson	Fundraising Director	HEAD OFFICE	08/03/2023	14/11/2025	Settlement Agreement
Anna Jackson	Head of Marketing and Communication	FUNDRAISING	17/01/2024	31/12/2025	Resigned with notice
Francis Quinon	IPU Clinical Lead	IPU	09/01/2025	31/12/2025	Resigned with notice

2. Changes

October (x 11)

- Extension of contract x 1
- Overpayment x 1
- Reduction in hours x 4
- Probation complete & uplift x 1
- Secondment x 1
- Temp uplift add respons x 3

November (x 4)

- Reduction in hours x 2
- Increase in hours x 1
- Prob complete & uplift x 1

December (x 5)

- Transfer x 3
- Demotion x 1
- Promotion x 1

3. Recruitment

Filled vacancies through Jobtrain:

1. Interim Payroll Manager
2. Retail Assistant Manager x 3
3. Retail Assistant
4. Community Services Manager
5. Clinical Digital Educator
6. Housekeeping Assistant
7. Interim Marketing & Comms Consultant

4. Absence

Long-Term Sick

- IPU Various issues (Goite) 2 June 2025 – current
- Retail Fibroids & Hernia 28 November – current (now resigned)

Phased returns

- IPU Gynae operation Returned end November – ongoing

Sick Pay

- SSP x 4 (IPU)
- Half pay x 2(IPU)

5. Employee Relations

Current

- Retail Grievance & probation extension 3 months
- CPCT Concerns in probation

Letter of Concerns

- IPU Nonattendance x 4 instances (currently LTS)
- Retail Complaints from store volunteers (x 2 same person)
- Housekeeping Unacceptable behaviors (x 2 staff members)