



HR Committee Head of People Services Report

July to September 2025 – Presented on Tuesday 7 October 2025

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1. Update
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1. Update – notable work

- Payroll Supervisor resignation and mop up
- Audit work and recommendations
- Jobtrain implementation, testing and go live
- Retail benchmarking, job profile review and proposal
- Office move
- Mediation guidance and recommendations
- Disaster recovery
- New skilled worker sponsorship licence for IPU Infection Prevention & Control Lead
- Engaged with and secured free Natural HR/Moorepay training/support

1. Update – to do (next 3 months)



- Jobtrain launch for staffing
- Long Service Awards decision communications
- Communicate outcome of Retail review
- Retail Volunteer Lead line management
- Clinical Admin line management
- Line manager training
- Payroll next steps – research and business case
- Pay policy
- Outstanding policy reviews x 3

2. Starters & Leavers

Full name	Job title	Department	Start date
Olivia Fairhall	BANK - Staff Nurse - IPU	IPU	07/07/2025
Jamie Hayden	Retail Transport Manager	RETAIL	07/07/2025
Matilda Achiaa	BANK - HCA IPU	IPU	09/07/2025
Firouzeh Djadali	BANK - HCA IPU	IPU	23/07/2025
Katie Taylor	Locum Consultant	DOCTORS	28/07/2025
Anagha Baiju	BANK - HCA IPU	IPU	08/08/2025
Jayne Sibson	Admin Assistant - ACC	ACC	08/09/2025
Nola Omolawon	BANK - Housekeeping/KA	HOUSEKEEPING	26/08/2025
Eddline Nyalila	BANK - Staff Nurse - IPU	IPU	05/09/2025
Harry Batt	BANK - Shop Assistant	RETAIL	06/09/2025
Joe Chang	Facilities Operative	FACILITIES	22/09/2025

Full name	Job title	Department	Start date	Leave date
Rav Abdumuminov	BANK - Shop Assistant	RETAIL	01/08/2024	01/08/2025
Ruth Blake	Payroll Supervisor	HR	21/08/2023	31/08/2025
Ethan Burnside	BANK - Shop Assistant	RETAIL	04/12/2021	01/09/2025
Meltem Celebi-Thomas	Assistant Shop Manager - New Malden	RETAIL	29/08/2024	18/09/2025
Nabila Zia	BANK - Shop Assistant	RETAIL	06/10/2024	23/09/2025
Oliver Meacher	BANK - Driver	RETAIL	08/10/2024	25/09/2025
Laura Briant	Hospice First Point of Contact	CPCT	06/09/2023	26/09/2025
Isabella Reed	Philanthropy & Partnerships Officer	FUNDRAISING	17/02/2025	26/09/2025
Wendy Drysdale	Shop Manager - Rosehill	RETAIL	01/02/2019	29/09/2025

2. Changes

July (x 4)

- Promotion x 4

August (x 14)

- Reduction in hours x 2
- Bank to perm x 9
- Promotion x 1
- Increase to allowances x 2

September (x 11)

- Reduction in hours x 1
- Increase in hours x 1
- Pay breakdown x 2
- Change of days x 2
- Contract to bank x 1
- Promotion x 2
- Extension of contract x 1
- Visa change x 1

3. Recruitment



Filled vacancies:

1. HCA Nights
2. Facilities Operative
3. Registered Nurses
4. Admin Assistant
5. Head of Fundraising
6. Clinical Fellow
7. Clinical Nurse Specialist
8. Individual Giving Manager
9. Housekeeping Assistant (Bank)
10. Infection Prevention & Control Lead
11. IPU Clinical Lead
12. Philanthropy & Partnerships Officer
13. Community Service Manager (on hold)

4. Absence

Long-Term Sick

- IPU Mini stroke & fractured shoulder 28/4 – 28/9 (returned)
- IPU Various issues (Goite) 2/6 – current
- PSST Stress 13/8 – TBC
- IPU Planned gynae procedure 10/10 – TBC
(upcoming)

Sick Pay

SSP x 4 (IPU) Half pay x 1(IPU) Concerns to be investigated x 8

5. Employee Relations

Current

- Housekeeping – termination of bank contract (grievance pending)
- Clinical Admin – informal mediation
- Exec – stress
- IPU – unprofessional conduct

Letter of Concerns

- | | |
|----------------|---|
| • IPU | Nonattendance x 4 instances (now LTS) |
| • Retail | Complaints from store volunteers |
| • Housekeeping | Unacceptable behaviors (x 2 staff members) |