

## 6. Progress on HR and Payroll Action Plans

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### Purpose of the Report

To update the Audit Committee on the HR and Payroll Action Plans as requested at the March Audit Committee.

### Update

An updated Action Plan For HR and Payroll is submitted to the Committee.

The following actions are now confirmed since the previous update:

#### 1) Protocol for Introducing Policies and Procedures

Documentation procedure in place and documentation control record attached to each policy. Complete.

#### 2) Record Keeping

With the further implementation and use of the Trent HR system this is reducing the reliance on paper-based records and this will continue. Self Service and People Manager modules have been implemented since the March Audit Committee. Work is now starting on implementing the Recruitment Module that will further reduce paper-based processes. There will continue to be a need for some paper based records to be maintained for the foreseeable future.

#### 3) Advertising

Full evaluation of our advertising requirements is underway. This includes evaluating whether it is cost effective to move to utilisation of more web-based advertising using sites such as 'Jobs Go Public' and away from newspaper advertising. Also looking at using more 'sign' advertising in newspapers to direct applicants to our website. This would reduce costs by reducing advertising space required and reduce number of adverts.

List of all posts designated as requiring a CRB check now maintained.

#### 1) Leavers

Exit interview form revamped to include review sign off by Chief Executive and HR. A spreadsheet to collate information from forms is being put in place. This will be used to identify trends that need action.

#### 2) Procedures and Policy

Recruitment guide for managers has been fully reviewed and modified to make more user friendly. Guide posted on In-site.

### **3) Training**

PDP is part of appraisal process. Managers will ensure PDP's completed, HR will monitor this year's round of appraisals to evaluate effectiveness.

## **Payroll Audit**

### **1) User Access Levels**

User levels reviewed and processes separated with HR entering new users on system. There is an operational requirement for the HR Systems Officer to access all areas of the system. This will be reviewed following full implementation.

### **2) Trent Payroll System**

Checks and systems now implemented as recorded on Payroll Action Plan. Work on reviewing error / warning reports and sign off still outstanding.

### **3) Authorised Signatories**

Details of leavers are provided in a report to Finance. Finance then update the authorised signatories list that is published on In-site. Authorisation for new signatories is sent direct to Finance who up-date the authorisation list. These actions are now complete.

**Background Papers:** *Report to Audit Committee on HR and Payroll Audit Action Plans – 22nd March 2007*