

Audit Committee – 27th March 2008

7. Progress on HR & Payroll Action Plans

Head of Service: Rina Singh, Corporate Director - Communities
Lead Officer: Mike Holliday, HR and Performance Manager
Contact Details: mike.holliday@southsomerset.gov.uk or (01935) 462637

Purpose of the Report

To update the Audit Committee on the HR and Payroll Action Plans as requested at the September 2007 Audit Committee.

Recommendation

To note and comment on the HR and Payroll Action Plans (attached at pages 10-11).

HR Action Plan Update

Advertising

Very limited advertising has taken place since last October when a recruitment freeze was instigated for non-specialist posts to reduce employee numbers by natural wastage. Work to embed the Trent self-service module is ongoing so as to enhance its use by managers.

Training

An appraisal system is in operation. Currently undergoing a data collection exercise to measure completion of appraisal rates to confirm that they are being completed in all areas and that any training needs identified in the individual development plans are being met.

Feedback

There will be an element of the next employee survey due later in 2008.

Outstanding actions and update are listed on page 10.

Payroll Audit

The Audit Commission has carried out an end of year payroll audit at the beginning of March 2008 and we are awaiting their report but no immediate major concerns were raised.

An internal payroll audit was carried out in January 2008 and the actions identified with update on progress are detailed on page 11.

Background Papers: *Report to Audit Committee - HR and Payroll Audit Action Plans – 27th September 2007*