

HR Follow Up Action Plan

Report Ref	Agreed Actions	Risk Assess H/M/L	Target Date	Responsibility for Action	Compliance		Finding	Current Risk Assessment	
					Yes	No			
3.	ADVERTISING								
3.2	The HR Manager has agreed to ensure that suitable management information is extracted for example; number of advertisements, number of requests, number of successful appointments. This should be reported on and monitored.	Medium	Dec 2007	Perf. Projects Manager		x	Weakness Being collated manually – limited advertising taking place.	M	
6.	FEEDBACK								
6.1	The HR Manager has agreed to introduce a regular consultation program to ensure that feedback is obtained from a wide selection of customers/ applicants and that this information be used to assess the adequacy of the recruitment process.	Medium	2008 – to be implemented after process review.	HR & Perf. Manager		x	Partial Weakness	M	
7.	TRAINING								
7.1	As part of the Staff Development review process the HR Manager has agreed to ensure PDP's are maintained on a regular basis. Reviews will also be completed on a yearly basis with six monthly reviews in future.	High	June 2007	HR & Perf. Manager	Yes		Process in place for appraisals and monitoring.	H	

Payroll Action Plan

Report Ref.	Recommendations	Risk Assess H/M/L	Agreed	Comments	Responsibility for Action	Target Date
1.	All data entered into the Payroll system has been properly authorised, by an approved signatory.					
1.1a	The HR & Performance Manager has agreed to arrange for an additional line to be added to the 'Authority to appoint' form to allow for authorisation of the new appointment by the Head of Service or designated Manager.	Medium	✓		HR Advisor	Completed
1.2a	The HR & Performance Manager has agreed to ensure that all Heads of Service are reminded of the leavers' protocol and the importance of prompt notification to the HR & Payroll department.	Medium	✓		HR & Performance Manager	Completed
2.	All Payroll information received is registered. Checks are performed to ensure all information has been actioned.					
2.1a	The HR & Performance Manager has agreed to ensure that all authorised Payroll forms are held securely with access limited to Payroll staff only.	Medium	✓		Payroll Officer	April 2008
6.	Only authorised staff are able to amend the system parameter files. Adequate password controls are in place and kept under review.					
6.1a	The HR Systems Support Officer has agreed to activate the restricted number of access attempts function on the Payroll/HR system before the account is locked out.	Medium	✓		HR Systems Support Officer	Completed – lock out after four attempts.
12.	Timesheets are appropriately certified					
12.1a	The HR & Performance Manager has agreed to ensure that Line Managers are reminded not to authorise any timesheets or claims that have not been signed by the claimant.	Medium	✓			Completed – Payroll also advised to return any identified to line manager.