

Audit Committee – 25th September 2008

5. Progress on HR & Payroll Action Plans

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Purpose of the Report

To up date the Audit Committee on the HR Action Plan as requested at the March 2008 Audit Committee.

Recommendation

To note the progress made on HR and Payroll Action Plans.

HR Action Plan Update

Previously completed actions have been removed from the plan with outstanding actions or partially completed actions retained.

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.

Training

An appraisal system is in operation. The next round of appraisals is to be undertaken in October 2008.

Feedback

There will be an element of the next employee survey due in late 2008 once the work related job evaluation process has been completed.

Outstanding actions and update are listed on pages 4 and 5.

Payroll Audit

The Audit Commission carried out an end of year payroll audit at the beginning of March 2008 and reported they were satisfied with the controls in place.

The action that was outstanding from the internal audit report from January 2008 is detailed on page 6.

Background Papers: *Report to Audit Committee – HR and Payroll Audit Action Plans – 27th March 2008*