

HR Audit 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	Senior Advisor	HR		x	Weakness Actioned. Processes in place. Data being collated manually – limited advertising taking place.	M	
6.	FEEDBACK									
6.1	The HR Manager has agreed to introduce a regular consultation programme 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 & Manager	Perf.		x	Partial Weakness	M	

7.	TRAINING								
7.1	As part of the Staff Development review process the HR Manager has agreed to ensure Personal Development Plans 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. Next round of appraisals due October 2008.	H	