Agreed Action Plan

Finding	Finding Recommendation		Management Response	Responsible Officer	Implementation Date
Objective 1: To pay employees co	rrectly, in accordance with corpo	orate policie	es and statutory requirements.		
Risk 1: Payroll information incorrectly	/ processed.				
1.1 One starter form had no authorising signature, and there was no evidence on file for 3 officers of having returned a signed copy of their contracts.	 a) I recommend that the HR Manager reminds all authorising signatories of the need to sign the starter's forms before sending them to payroll. b) I recommend that the HR Manager ensures there are signed copies of all employment contracts on personnel files to provide an audit trail of these being issued to employees. 	4 - Med/High	 a) The HR Manager will e-mail all managers to remind them of the need to authorise all Payroll starter forms. b) The HR Manager will ensure new employees return a signed copy of their contracts to retain as evidence on personnel files. 	HR Manager HR Manager	End Feb 09 Completed 13/1/09 End Feb 09 Contracts not returned are monitored and chased. Now to be raised with HoS if not returned. 22/1/09
Risk 2: Payments not in accordance	with corporate policies.				
There were no matters arising to rep	ort to management under this risk h	neading.			
Risk 3: Payments not in accordance	with statutory requirements.				
There were no matters arising to rep	ort to management under this risk h	neading.			
Objective 2: To ensure payroll pra	ctices minimise opportunity for f	raud.			
Risk 4: Fraud or collusion occurs with	nin the payroll system.				
There were no matters arising to rep	ort to management under this risk h	neading.			

HR Audit Action Plan 2008

Report Ref	Agreed Actions	Risk Assess H/M/L	Target Date	Responsibility for Action	Comp Yes	liance No	Finding	Current Ris Assessmen	
6.	FEEDBACK	1		1	T	T			
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	✓		Feedback on recruitment process from all new starters attending induction programme in place.	Μ	