

Recommendation Number	Recommendation/Action required	Managers Response	MIAA Update	Action required / <b>Progress update</b>
R1	All HR policies, procedures and guidance documents should undergo a regular rolling review (minimum every 3 years) with clear timescales and version control documented within each. In addition, such documents should be subject to a formal approval process by the People and OD Committee or another appropriate governing body.	HR Strategy / Policy Lead	The Council has attempted to recruit a Policy Lead twice unsuccessfully. This has since been allocated to a member of the HR team to complete.	As planned, all HR Policies and Procedures to be reviewed, with deadlines assigned. These should be reviewed by the Head of HR and be formally approved by the Personnel Committee. The Policies and Procedures should also be given a further review date, as to when they should be considered for future updates. They will need to be communicated across the Council, with training provided where required and made available to all staff on the intranet.  <b>Phase one of Policy review completed by Projects Delivery Lead in July 2023. HR Strategy / Policy lead appointed in September 2023, phase two of review to be completed pre-Christmas 2023. On-going work over the next 12 months. ON-GOING</b>
R5	The Recruitment and Selection Guidance needs to be amended to state that interview documentation supporting the appointment of an employee is retained on file until the probationary period has been completed.	Recruitment policy and associated guidance to be looked at as priority as part of policy review	The Council has attempted to recruit a Policy Lead twice unsuccessfully. This has since been allocated to a member of the HR team to complete	As planned, all HR Policies and Procedures to be reviewed, with deadlines assigned. These should be reviewed by the Head of HR and be formally approved by the Personnel Committee. The Policies and Procedures should also be given a further review date, as to when they should be considered for future updates. They will need to be communicated across the Council, with training provided where required and made available to all staff on the intranet.  <b>Section 6.2 of Recruitment and Selection Policy approved by P&amp;OD Committee in July 2023 covers. COMPLETE</b>
R7	All checks per the pre-employment checklist should be	Recruitment policy and	Checklists and documentation	As planned, all HR Policies and Procedures to be reviewed, with deadlines assigned. These should be reviewed by the

	<p>carried out by HR and evidence be retained on personnel files irrespective of whether an employee is recruited through an agency or not. This change needs to be reflected in the Recruitment and Selection Guidance.</p>	<p>associated guidance to be looked at as priority as part of policy review</p>	<p>are maintained, retained and updated in HR. HR follow-up any outstanding information and candidates are not employed or issued with a contract until all checks have been completed. The Council has attempted to recruit a Policy Lead twice unsuccessfully. This has since been allocated to a member of the HR team to complete.</p>	<p>Head of HR and be formally approved by the Personnel Committee. The Policies and Procedures should also be given a further review date, as to when they should be considered for future updates. They will need to be communicated across the Council, with training provided where required and made available to all staff on the intranet.</p> <p><b>New policy clear on this and Recruitment and Selection guidance being developed by HR Policy Lead. ON-GOING</b></p>
R10	<p>Given the discrepancy between MyView and the previous Head of HR's three-month probation documentation, this absence needs to be appropriately recorded and any subsequent Return to Work interviews should be documented.</p>	<p>To support audit and implement recommendations</p>	<p>There is a new Head of HR in post. An Internal Audit Review on absence reporting is underway.</p>	<p>Management to action any recommendations from the Internal Audit Review.</p> <p>Actions will be incorporated into the MIAA follow-up position, which is regularly reported to the Audit Committee.</p> <p><b>MIAA Time Recording Audit completed in May 2023 and actions implemented – COMPLETE</b></p>

	In addition, given that accurate absence recording may be a council wide issue, a further piece of work needs to be completed by Internal Audit.			
R17	Offers of employment should not be made until the closing date has passed and either a competitive interview process has been undertaken or it has been agreed in line with the policy that this is not necessary.	Isolated occurrences, policy clear on this.	The Council has attempted to recruit a Policy Lead twice unsuccessfully. This has since been allocated to a member of the HR team to complete.	As planned, all HR Policies and Procedures to be reviewed, with deadlines assigned. These should be reviewed by the Head of HR and be formally approved by the Personnel Committee. The Policies and Procedures should also be given a further review date, as to when they should be considered for future updates. They will need to be communicated across the Council, with training provided where required and made available to all staff on the intranet.  <b>New policy clear on this and Recruitment and Selection guidance being developed by HR Policy Lead. ON-GOING</b>
26	All staff should be informed of the correct process for signing documents on behalf of others (pp) e.g. inserting their own name/signature not that of the absent authoriser. This practice of using 'pp' should only take place where clear delegated authority exists to do so.		An Electronic Signature Policy was introduced in January 2023. However, it did not include the requirements for signing documents on behalf of others. However, in the interim staff have been advised in a newsletter not	As planned, Electronic Signature Policy to be updated to include signing documents on behalf of others.  <b>Now fully updated - COMPLETE</b>

			to sign on behalf of others unless authorised through delegated authority to do so	
28	Appropriate training should be provided to Managers/Directors to make clear the content and correct application of the Acting up policy. The training should focus on the rationale for award, making clear that these payments are not to be used as a means of performance related pay.		E Learning is being developed and rolled out. Managers are able to liaise with their HR Business Partner on any actingup, if they have queries. Change of Conditions forms where acting up payments are implemented must be reviewed and signed by Finance, Head of Service, HR and the Chief Executive	E Learning to be implemented and rolled out in April 2023, as planned.  <b>COMPLETE</b>

30	Given the number of errors identified in relation to HR honorariums, it is felt that HR staff would benefit from refresher training on the requirements of the Honoraria and Acting Up Policy to ensure the advice and guidance they give is accurate and up to date.			E Learning to be implemented and rolled out in April 2023, as planned. As part of the Finance review of honorariums, calculation accuracy must be checked. <b>COMPLETE</b>
31	Given the number of errors identified in relation to the award of HR honorariums a further piece of work needs to be completed by Internal Audit to ensure honorariums are awarded in accordance with policy across the council.			Internal Audit to conduct a Payroll Review in 2023/24 to include a focus on additional payments including honorariums.  <b>ON-GOING</b>
34	Where a document has been signed (pp'd) on behalf of another authorising officer the officer ultimately responsible for the decision (e.g. Chief Executive) should ensure that these authorisations are in accordance with the Scheme of Delegation within the Constitution.			As planned. Electronic Signature Policy to be updated to include signing documents on behalf of others.  <b>COMPLETE</b>