

HR Assurance update

21st November 2023

Report of the Chief Officer – People and Policy

PURPOSE OF REPORT

To update People and OD Committee on progress against the HR action plan, developed following an audit originally conducted in 2020.

This report is public

RECOMMENDATIONS

(1) That People and OD Committee notes the progress made in the completion of the action plan, and how this links to the wider HR and OD work plan.

1.0 Introduction

1.1 In October 2020 the council were in receipt of an Internal Audit report, prepared by the previous in-house Internal Audit Team, for 'HR Assurance', which concluded on the systems, processes and controls in place against a number of agreed objectives prior to and up to the point of the report being issued. The review provided minimal assurance and a significant number of actions were identified to strengthen the control environment.. It provided an action plan which has been taken forward and maintained by the Council.

1.2 Since the publication of the report there have been a number of significant changes within the HR Team. Following the instalment of an Interim Head of HR in July 2021, a new permanent Head of HR was appointed during 2022, who has instigated and implemented a HR restructure review in September 2022. Additionally, just two members of the original HR team remain in post.

1.3 As part of the 2021/22 Internal Audit Plan, MIAA undertook a review specifically focusing upon the progress against the recommendations made within the above referenced report.

1.4 This report, published in March 2023, contained a number of actions including:

The Council should consider putting a reporting process in place, whereby progress against the HR action plan is provided to the People and OD Committee. This would provide the People and OD Committee with assurances that the actions are either completed or are in hand with expected completion dates and action owners.

1.5 The purpose of this report is to summarise the findings of MIAA in March 2023, to summarise progress made to date, and the current position. This overview links to many other elements of the overarching HR and OD workplan, many of which have been and will be brought to People and OD Committee for discussion and/or approval.

2.0 Overview

- 2.1 The aforementioned MIAA Audit report (March 2023) can be found in appendix one. This includes the original action plan of 35 recommendations, and highlights ten that at this point in-time remained outstanding or in-progress following their review.
- 2.2 Appendix two contains the HR action plan with the most recent updates on progress against the action plan. This shows that of the ten outstanding actions, six are now complete and four are on-going.

4.0 Conclusion

- 4.1 Good progress has been made against outstanding HR Assurance Audit actions since March 2023.
- 4.2 Outstanding actions are in-hand; three relate to the work of the newly appointed HR Policy / Strategy Lead, and one relates to an audit which is due to commence.
- 4.3 A further update will be provided to Committee at the next scheduled meeting.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):
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N/A

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:

Pace at which actions were completed were negatively impacted by a lack of resource. Now that a HR Policy/Strategy Lead is in-place, this has been resolved.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments.

BACKGROUND PAPERS	Contact Officer: Alex Kinch
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Effectiveness of HR review (Appendix 1)
HR Action Plan (Appendix 2)

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