

CAIRNGORMS NATIONAL PARK AUTHORITY

FOR DECISION

Title: INTERNAL AUDIT REVIEW: HR APPRAISAL PROCESS

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Purpose

To present Deloitte's internal audit findings on their review of the Authority's appraisal processes managed and co-ordinated by the HR Manager within the Corporate Services Group.

Recommendations

The Committee is asked to:

- a) Consider the internal auditor's findings on the operation of the Authority's HR appraisal processes, as set out in Annex 1;
- b) Endorse or amend the management responses to the recommendations for action.

Executive Summary

Deloitte, the Authority's internal auditors, have undertaken a review of the Authority's HR appraisal processes.

The review finds that in 8 of 9 control areas, arrangements accord with good practice and operate satisfactorily. The report highlights one area of control where arrangements are adequate, but with some matters capable of improvement. One recommendation for action is highlighted (at priority 3 – minor issues where management may wish to consider recommendations).

The recommendation has been accepted by the Head of Corporate Services.

The Deloitte report set out at Annex 1 includes draft management responses to these recommendations, including suggested responsibility and timescale for action where appropriate.
