

HR Improvement Plan

Action no.	Key Milestones	Start Date	End Date
1	Governance	01/04/13	31/12/13
3	To complete the EDRMS process for all employee files	01/01/13	31/12/13
5	To review working styles, accommodation and travel arrangements within HR	01/09/13	31/12/13
6	To review policies and procedures in line with new format	01/04/13	31/03/14
7	System improvements	01/05/13	31/12/13
8	Improving service quality (to include implementation of Lean Review)	01/04/13	31/10/13
9	Improving the Customer experience	01/04/13	31/12/13
20	To complete the audit action plan	01/01/13	31/10/13
76	Performance Appraisal System	01/06/13	30/09/13
77	Recruitment Process	01/06/13	31/08/13
78	Contract Change process	01/07/13	31/08/13
79	Leavers Process	01/08/13	30/09/13
80	Maternity, Adoption and Paternity Process	01/09/13	31/10/13
81	Flexible Retirement Process	01/10/13	30/11/13
82	Purchasing additional leave	01/11/13	30/11/13
132	Occupational Health Improvement Plan	01/04/13	30/09/13

Further details on the plan are available via Verto.