External HR Support										
	Objective	Owner	Key contributors	Completion date	Resource issues	Communication issues	Risks	Review date (s)	Period Activity	Status
Objective	Review the use of external HR support and expertise	N.Timms - Emma Winson		30/04/2007					Past expenditure has been analysed in order determine the reasons behind it. Expenses have been categorised into projects and/or themes (e.g. job evaluation, shift change etc) in order to identify whether the expenditure is likely to be ongoing or whether	
Sub objective	Extract payment information relating to previous payments made to external providers of HR services from the finance system in order to identify past costs		Emma Winson	Friday 16th February 2007	Time constraints could become an issue, depending upon workloads within the Finance Office	none	Any previous invoices that have been coded incorrectly will be missed. A separate search of all known suppliers of HR services will be cross-referenced against the account code search in order to minimise this risk	Friday 16th February 2007	Payment information has been obtained from the financial system.	Completed
Sub objective	Analyse invoice information to determine past use (in terms of both hours spent and monetary amount). Use this information to help establish planned use		Emma Winson/Tracy Crump	15/03/2007	As above, also finding time when all key contributors are available could also become an issue	none	As above	Friday 23rd February 2007	Past expenditure has been analysed in order determine the reasons behind it. Expenses have been categorised into projects and/or themes (e.g. job evaluation, shift change etc) in order to identify whether the expenditure is likely to be ongoing or whether	Completed
Sub objective	Evaluate current and future need based on:	Emma Winson	Emma Winson/Tracy Crump/Karen Jennings	11/04/2007	As above	none	Future need may be difficult to determine, as many factors will influence the need for certain services.	Friday 2nd March 2007	A meeting has been held with Tracy. Cost information being analysed	