



HR Health Check

Arguably the most boring part of HR management is compliance, but it is obviously very important to get right. Here we will ask you a few questions about compliance. Do your best to answer them as accurately as possible.

HR Compliance Area	HR Compliance Check	Yes	No
COMPLIANCE	<ol style="list-style-type: none">1. Do you have employers insurance?2. Do you have health and safety, grievance, disciplinary and absence policies? Can all employees easily access these policies?3. Do your disciplinary and grievance procedures comply with ACAS Code of Practice?4. Do you have evidence that all your employees have the right to work in the United Kingdom (a photocopy of an approved document)?5. Do you have a signed copy of an employment contract/agreement for every employee, casual worker and agency worker?6. Are you set up for auto-enrolment pensions (United Kingdom)?7. Do you pay at least the National Minimum Wage (NMW) to all employees, and are you aware of the NMW different bands?8. Are you aware of the statutory sick leave laws? Do you ensure that all staff can take their statutory sick leave if required?9. Do you have appropriate policies in place and are aware of the law regarding statutory parental leave?10. Do you store all employee data in accordance with the Data Protection Act 1998, and are all employee records up to date?11. Do all your employees get an itemised payslip every time you pay them?12. Do you pay male and female employees equally		



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	for the same job and those doing work of the same value? Can you reliably prove this? 13. Do all your employees get at least 5.6 weeks of paid leave per year (part-time get 5.6 weeks pro-rata)?		
RECRUITMENT	14. Before hiring do you always conduct a needs analysis to ensure you are hiring the correct role?		
TRAINING	15. Do you have a well-defined list of skills that your organisation needs to succeed?		
PERFORMANCE MANAGEMENT	16. Do you have ways to measure performance (Key Performance Indicators) for roles within your organisation?		
EMPLOYEE ENGAGEMENT	17. Do you understand what motivates your employees to work at your organisation?		
COMPENSATION	18. Do you benchmark your compensation levels against your competitors and wider market?		
PROCESS MANAGEMENT	19. Do you have a centralised place to store and maintain employee information?		
HR MARKETING	20. Do you have a section of your site dedicated to careers within your organisation?		

Blyth Consultancy has a free HR Starter Kit with all the required documentation and templates that you can customise to your needs. Why don't you contact us to ask for your free pack, and to seek legal advice to ensure that your HR policies and procedures are legally compliant.

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