

# HR Audits

A health check on your HR function provides you with a snapshot on how robust your policies and procedures are. Any recommendations we make can contribute to your roadmap for process improvement. We can also provide experienced HR resources to help you plan and implement any changes.

## What is an HR audit?

An HR audit is a means of assessing whether an organisation is complying with their policy, procedure and documentation obligations, identifying areas of risk and putting forward recommendations for best practice.

We draw upon our experience as employment lawyers who understand the context in which HR processes, procedures and documentation are used and can advise on best practice. Lewis Silkin has developed a fixed cost service to support you in conducting such an audit.

We have a range of resourcing options which can be tailored according to your available resources and requirements. We have developed a detailed questionnaire for you to complete or we can provide a small experienced team or individual to gather the information on site. The three key areas of the employee lifecycle we focus on are:

- ▶ Talent acquisition
- ▶ Employment
- ▶ Termination

We then analyse the results, prepare a report using a traffic light system and make recommendations to enable you to address areas of priority.

You can then either choose to create and deliver a process improvement plan based on these areas of priority or we can provide an experienced HR Consultant to work alongside you.

## What sort of things will the audit look at?

The HR audit is designed to analyse your organisation's processes and procedures and make recommendations.

The audit will be tailored to your organisation's particular requirements and will be overseen by a dedicated member of Lewis Silkin's employment team but will usually involve looking at the legal requirements for the following:

- ▶ Hiring procedures
- ▶ Offer letters
- ▶ Employment contracts
- ▶ Restrictive covenants
- ▶ Atypical workers and contractors
- ▶ Holiday procedures
- ▶ Overview of your sickness procedures

- ▶ Working time
- ▶ Employee Benefits
- ▶ Data protection
- ▶ Discrimination and diversity
- ▶ Family friendly
- ▶ Disciplinary and grievance
- ▶ Capability
- ▶ Redundancy
- ▶ Settlement Agreements

## What's the purpose?

The principal purpose of the audit is to help you identify where there is exposure to risk in your HR policies, procedures and documentation and work with you to minimise that exposure and where there is potential for improvement to optimise outcomes and bring you into line with market best practice.

## How much does it cost?

The audit is conducted on a fixed fee basis which we will agree with you in advance. The fee will depend on variable factors such as whether we are required to conduct interviews/gather data, or whether you can do this, the number of operational sites and size of your organisation and the complexity of HR activities. We are happy to provide a fixed fee quote on request with no obligation to instruct us.

## How can I find out more?

For more information or an informal discussion please contact Emma Richardson, Colin Leckey or your usual Lewis Silkin contact.



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