

## **Guidelines – HR Health Check**

### **Introduction**

Cambridge HR Solutions provides advice and guidance to organisations big and small in the private, public and third sectors on all HR matters.

These guidelines are intended to help employers navigate the sometimes complex world of HR.

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### **HR Health Check**

An HR health check helps determine the effectiveness of an HR function.

It is a systematic and objective tool to assess the legal compliance and overall capability of an HR department or service.

The following list of HR topics provides a sample of the range of questions you might want to address if you are assessing your HR capability.

#### **Strategy**

- Are HR goals in line with those of your organisation?
- Do employees know what the strategic objectives of your organisation are?
- Are their own objectives aligned with those of your organisation?
- Do they have up-to-date job descriptions?

#### **Management**

- Is there a performance management system in place?
- Is quality and quantity of work evaluated?
- Is pay linked to performance?
- Do your managers understand the purpose of HR and the range of services you provide?

#### **Recruitment**

- Do you check the identity of candidates to ensure they are permitted to work in the UK before making a job offer?
- Are all offers of employment conditional on the receipt of satisfactory references?
- Do you issue written employment contracts and terms and conditions to all employees within eight weeks of an employee's start date?
- Are job descriptions up to date?
- Are turnover rates monitored?
- Do employment applications refrain from requesting protected information?
- Do you have a staff handbook, and is kept up-to-date?

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- Are employees trained on discrimination issues?

### Pay and Benefits

- Are compensation levels monitored and reviewed?
- Do you have a formal pay structure?
- Is your compensation structured reviewed regularly?
- If you have five or more employees – are you offering them the opportunity to join a stakeholder pension scheme?

### Employee Relations

- Are your grievance and disciplinary procedures up-to-date?
- When were they last reviewed?
- Do your managers and supervisors know how to use them?
- Do you have a capability procedure?

### Health and Safety

- Are safety hazards reported to the appropriate personnel?
- Are workplace accidents, near-misses, injuries, and illnesses reported and investigated?
- Are employees encouraged to promptly report incidents, and suggest ways to reduce or eliminate risks?

### Discrimination and Employee Rights

- Do you ensure that you do not indirectly discriminate through poor recruitment and selection procedures, and pay and incentives schemes?
- Are you complying with disability, maternity, paternity and parental leave rights for your employees?
- Do your employees receive breaks in line with Working Time regulations?
- Are supervisors and managers trained in anti-discriminatory practices?
- Are employment practices in line with the various anti-discrimination laws?
- Are you complying with Health and Safety regulations and taking steps to assess and reduce the stress levels of your managers and staff?

### Leavers

- Do you interview leavers?
- Are personnel files current?
- Do you give references for ex-employees?

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### Policies and Procedures

Do you have policies and procedures for the following:

- Diversity and Equal Opportunities
- Public Interest Disclosure (whistle blowing)
- Bullying and Harassment
- Maternity, Paternity, Parental, Adoption and Bereavement Leave
- Pensions and Benefits
- Intellectual Property
- Ethical Working
- Anti-Harassment
- Environment
- Employment of Ex-offenders
- Reporting Suspected Legal Violations
- Attendance and Timekeeping
- Appearance and Attire
- Company Property and Security
- Gratuity and Acceptance of Gifts and Hospitality
- Changes and Access to Personal Information
- Civic and Political Activities
- Out of Hours Access and Weekend Working
- Information and Technology
- Social Networking Sites
- Mobile Phones, Tools and Equipment and Company Vehicles
- Alcohol and Drug Abuse
- Holiday
- Employee Development
- Performance Management
- Transfer and Promotion Opportunities
- Grievance
- Capability
- Discipline

For more information, or if you have any questions, do please drop us an [email](#).