



HR Health check

HR Area

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Compliance

Do you have a signed contract of employment on file for each employee?

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Have your contract templates been reviewed within the last 6 months?

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Do you or a designated 3rd party service, undertake a right-to-work check before the employee commences employment? Do you save the evidence?

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Do you lean on both contractors and employees? Have you performed worker status / IR35 checks?

☐ ☐

Do you have the core HR policies in place? These are Grievance and Disciplinary, Equal Opportunities and Health and Safety (for 5 or more employees)?

☐ ☐

Policy and Procedure

Do you have an employee handbook in place?

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Have your policies been reviewed in the last 6 months?

☐ ☐

Are you paying at least the national minimum wage for the correct age group?

☐ ☐

Recruitment and Onboarding

Do you have a fair, non discriminatory recruitment procedure?

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Do you use fair and consistent interviewing techniques?

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Do you conduct reference checks for potential employees?

☐ ☐

Pay and Benefits

Are you paying at least the national minimum wage for the correct age group?

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Are you paying in line with the market average?

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Have you conducted a total compensation bench marking review within the last 12 months?

☐ ☐

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Employee Well being

Do you have an employee well being policy?

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Do you have the recommended number of First Aider and Mental Health First Aiders for your business size?

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Do you offer any well being initiatives or schemes?

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Employee Engagement

Have you conducted any employee engagement projects within the last 12 months?

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Do you have any concerns over how engaged your team are?

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Appraisals and reviews

Do you have a formal appraisal process in place?

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Do you (or line managers) have regular one to ones with team members throughout the year?

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Do you offer any visuals or meetings to discuss the business state?

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Do you offer training opportunities across the business?

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Systems

Do you use a HR system?

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Do you have an absence monitoring system / process in place?

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Do you have reporting tools and metrics for your HR function?

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You have now performed a self-assessed HR Health check.

If you have answered 'NO' to any of these questions, I would love to provide you with a report containing recommendations for action.

If this is of interest to you, complete the form and the questions below, then send them to office@loxleyhr.co.uk . We aim to get back to you within 7 days.

Which industry is your business in?

What is your current headcount?

Do you have a headcount growth plan for the next 6-12 months?

Do you currently have an in-house or third-party HR services provider?

Do you understand the impact the Employment Rights Bill will have on businesses?

Which three areas do you think are an HR focus for your business over the next year?