**HR “Health Check” Audit Questionnaire**

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| **Company Name** |  |
| **Company Contacts** |  |
| **Employee Numbers** |  |

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| **Compliance & Regulations** | **Yes** | **No** | **Comments** |
| Does the company comply with Health and Safety regulations? |  |  |  |
| Does the company comply with all obligations under the Data Protection Act? |  |  |  |
| Do you have procedures in place for maintaining employee records and files? |  |  |  |
| Do your processes comply with GDPR? |  |  |  |
| **Leadership & Strategy** | **Yes** | **No** | **Comments** |
| Have you carried out a recent SWOT Analysis of the business? |  |  |  |
| Do you have a Strategic Business Plan? |  |  |  |
| Do you have a Company Mission, Vision & Values (including Team Values)? |  |  |  |
| Do you have a Marketing Plan? |  |  |  |
| Do you have a qualified Leader or Leadership Team? |  |  |  |
| Describe your current Company Culture? |  |  |  |
| Have any of your staff had any professional Coaching? |  |  |  |
| Have any of your staff had any Leadership Training? |  |  |  |
| Do your staff have a ‘Growth’ or ‘Fixed’ Mindset (see appendix a) |  |  |  |
| Do you have an annual Staff Training Plan? |  |  |  |
| **Recruitment** | **Yes** | **No** | **Comments** |
| Do you offer Hybrid Working? |  |  |  |
| Do your job descriptions exist for all roles within the business & are they up to date? |  |  |  |
| Do you have a Recruitment and Selection Policy in place? |  |  |  |
| Do you feel that you have the right interview structure? |  |  |  |
| Do you have any current apprentices? |  |  |  |
| Do you have any current volunteers? |  |  |  |
| **Employees** | **Yes** | **No** | **Comments** |
| Do you really have the Right People in the Right Jobs? |  |  |  |
| Are your people generally Happy, Motivated & Productive & do you have Strong Teams? |  |  |  |
| Do you focus on Positive Employee Engagement initiatives? |  |  |  |
| Do you have any ongoing Disciplinary or Grievance Cases? |  |  |  |
| Do you have a Sickness Absence Problem? |  |  |  |
| Do you have copies of proof of right to work in the UK for all employees? |  |  |  |
| Do you have copies of DBS (if relevant) and a relevant Policy? |  |  |  |
| Are all your employee record files complete and up to date? |  |  |  |
| Do all employees have up-to-date signed contracts? |  |  |  |
| Do you have an up-to-date Employee Handbook? |  |  |  |
| Do you have a clear Onboarding Plan including any mandatory Training? |  |  |  |
| Do you measure Employee Engagement (Happiness)? |  |  |  |
| Do all your employees know the procedures to keep records on sickness, maternity/ paternity pay and annual leave? |  |  |  |
| Do you have processes in place to deal with pregnant employees/ employees on maternity leave? |  |  |  |
| Do you have a any Workplace Wellbeing Strategies in place? |  |  |  |
| Do you carry out return to work interviews after sickness? |  |  |  |
| **HR Policies, Procedures & Processes** | **Yes** | **No** | **Comments** |
| Do you waste hours of unnecessary time on people related admin? |  |  |  |
| Do you really know where all your people's personal information is kept & is it GDPR compliant? |  |  |  |
| Do you have the relevant up to date Policies? |  |  |  |
| Do you have a COVID-19 Plan in place? |  |  |  |
| Do you have a COVID-19 up to date Policy? |  |  |  |
| How do you communicate as a business to your employees? |  |  |  |
| Do you have a staff code of conduct in place that has been shared with all employees? |  |  |  |
| Do you have anti-bullying and anti-harassment policies in place? |  |  |  |
| Have all employees had diversity and equality training based on your policy? |  |  |  |
| Are all your managers trained in your anti-discriminatory policy? |  |  |  |
| Have all employees been informed of the disciplinary and grievance procedure? |  |  |  |
| Do you protect your company with a social media policy? |  |  |  |
| Do you have systems to ensure that you comply with working time laws? |  |  |  |
| Do you have a system in place for documenting regular staff performance appraisals? |  |  |  |
| Do you monitor absence for patterns and actively manage long term sickness? |  |  |  |
| **Systems & Software** |  |  |  |
| Do you have a Company Website? |  |  |  |
| Do you use Social Media? |  |  |  |
| Do you use HR Software? If so which? |  |  |  |
| Do you use a Team Accountability Platform? If so which? |  |  |  |
| Do your staff have a Company Email address? |  |  |  |
| Do you have a Staff Intranet/Communication Platform? |  |  |  |
| **Pay & Benefits** | **Yes** | **No** | **Comments** |
| Do you manage your own Payroll or do you outsource this? |  |  |  |
| Are pay levels monitored and reviewed? |  |  |  |
| Do you regularly benchmark hourly rates/salaries & pay above to remain competitive? |  |  |  |
| Do you have a clear & transparent pay structure? |  |  |  |
| Are all your employees paid at least the National Minimum Wage? |  |  |  |
| Do you have any Company Benefits including a bonus scheme? |  |  |  |
| Do you protect your interests with restrictive covenants to limit an employee’s post termination actions? |  |  |  |

**Any other relevant information.**

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