

Smart HR Solutions Limited is an award-winning, leading provider of multi-sector HR consultancy, outsourcing and training solutions. From supporting new business start-ups and SMEs through to global organisations, we pride ourselves on our reputation for delivering a wide range of professional, knowledgeable and value-adding HR solutions to our clients and the excellent testimonials we receive.

HR Audit

Discover **award-winning**
HR Solutions



Introduction



SmartHR reviews an employer's people management function to ensure compliance with the latest employment legislation while aligning with an organisation's goals and culture.

In today's competitive, litigious landscape, an organisation must conduct regular **HR audits**. An HR audit looks at your current **people management infrastructure** and identifies whether your organisation's strategy, policies, practices, and documentation are **adequate, effective**, and most importantly **legally compliant**.

Our team of experienced HR Consultants have decades of experience in strategically reviewing an organisation's people management infrastructure to determine whether it is providing optimal support. Our comprehensive assessment is accompanied by a detailed **HR Audit Report** containing key recommendations to support your business in operating legally and efficiently to enable you to **attract, engage** and **retain** your best assets...**your people**.

When to conduct an HR audit

It is advised to conduct an annual audit at the very least, whether or not you sense any actual problems. Without regular checks, you open up your organisation to **potential decreased efficiency, disengaged employees**, and potential **employment litigation**.

An audit is a chance to not only to root out existing issues but also to assess **what your organisation is doing well** and **what you could do differently** to **increase efficiency** and **staff engagement** and/or **reduce costs**.

With compliance, a proactive approach is vital. However, without resorting to a problem-reactive audit, you can also conduct **mini audits** every six months or so. Mini audits should take place if you sense a problem might arise if action isn't made in the near future due to internal organisational changes or external policy changes, or to assess the progress of change programmes following previous HR audits and action planning initiatives.

What the HR Audit will cover:

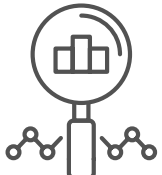
Typically, a detailed HR audit will cover the following areas:

Core activities	Sample content
Organisational data	Organisational vision, values and strategy; business objectives
Organisational structure	Organisation structure and charts
HR structure and organisation	HR strategy, HR team, in house / outsourced services
Policies and documentation	Template employment contracts and offer documents, company policies, and staff handbook
Reward	Pay and benefits, salary review process, reward and recognition framework and initiatives
Recruitment and selection	Staff retention / turnover, recruitment advertising and methods, job descriptions, advertising spend, and recruitment tracking
Immigration	Visa and work permit tracking and management
Induction	Onboarding framework and content
Probation	Probation process and documentation
Training and development	Training strategy, management development, training and development, CPD, and training evaluation
Employee relations	Disciplinary policy and procedure, grievance policy and procedure, dismissals, role of line managers, tribunal costs, external and legal fees, trade union recognition and membership
Managing absence	Company policy, absence management procedures, absenteeism data, trigger levels, sick pay and cost to business
Managing performance	Performance and development review (PDR) or appraisal process, performance improvement process and capability reviews
Succession planning	Current process and its link to strategic business needs
Employee engagement	Employee surveys, action plans and communication, and other engagement initiatives
Managing change	Restructuring, redundancies, mergers and acquisitions and communications
HR data and record keeping	Manual and electronic record sample, and HR data retention periods
Leaving the business	Voluntary and involuntary leavers, notice periods, garden leave, pay in lieu of notice, settlement agreements, exit interviews and reporting

Alternatively, HR audits can be completed which focus on specific areas of your business e.g. recruitment and selection, equality, HR / personnel files etc.

How does the HR Audit work?

Typically, four distinct stages form part of the HR Audit:

1.  Determine the type of HR Audit and its scope
2.  Collect data
3.  Analyse results
4.  Create an HR Audit Report with recommendations

The data collection and analysis stages are the most time intensive. Depending on the scope and type of your HR Audit, those stages could last a few days, or it could span several weeks.

How will your organisation benefit from having an HR Audit completed?

The HR Audit Report will provide a range of crucial recommendations for you to consider. These will cover compliance and best practice HR / people management initiatives. You can expect the following benefits:

1.  Enhanced HR / people management framework, policies and practices
2.  Increased compliance with employment legislation
3.  Reduced risk of exposure to legal action and associated costs against your organisation
4.  Improved management and morale of employees

Following the completion of the **HR Audit**, we can also work strategically with the Board / Senior Management Team to create an **HR Audit Action Plan** and support with completing agreed deliverables for continuous improvement.

Why use SmartHR to conduct your HR Audit?

SmartHR is an award-winning, customer-first human resources consultancy specialising in providing tailored outsourcing and training solutions. We aim to make your business our passion by delivering effective HR solutions which support attracting, engaging, developing, retaining, and getting the best from your people.

Managing human resources can be a **complex** and **high-risk** area within an organisation, especially when employment legislation is ever-changing. However, through a **collaborative, client-focused approach**, we'll act as your **strategic HR business partner** and guide you through developments to support you in complying with **employment legislation, minimising the risk of litigation**, and deliver **value-adding HR solutions** covering the full people management spectrum to help **maximise the investment in your people**.

Since May 2010, our expert team of HR Consultants have successfully partnered with a large number of organisations spanning a wide range of industries and jurisdictions delivering effective, bespoke HR solutions. We offer sound and **practical HR support and advice** to business start-ups and SMEs right through to large international groups. We pride ourselves on our reputation for delivering **professional, knowledgeable and value-adding solutions** that are aligned to our clients' **values, culture, and strategy** and the **excellent testimonials** we receive.

To find out what our clients say about us – please see overleaf or view our client testimonials on our website at www.SmartHR.co.im or by clicking **Testimonials**.

TESTIMONIALS:

We are extremely proud of the excellent testimonials the team receives:

"Outsourcing our HR support to SmartHR has proven an excellent decision, with Gail and her team delivering quick, insightful and supportive advice when needed most. In fact, nothing seems to be too much trouble – however trivial – which helps us adopt HR best practices with the confidence of an experienced partner behind us."

"I have been very impressed with the training, support and advice offered by SmartHR. They are approachable and flexible and have been such an important resource to our organisation over the past 12 months. We look forward to our continued relationship and working with you again in the future."

"In transitioning from being part of a large FTSE250 Company with all the support of the Group Functions to being a standalone entity, we engaged with SmartHR to help us establish all our new HR policies and procedures, including a new Staff Manual and staff contracts. Doing so has proved to be one of the best decisions we made: what at first seemed a mountain to climb was quickly and efficiently dealt with by Gail whose engaging manner and deep knowledge of her subject allowed her to quickly assess our existing group policies and tailor them to meet our new needs with the minimum of fuss. Since then she has also proved to be an invaluable confidante and adviser on HR matters across the board and I have no hesitation in thoroughly recommending her and her company."

"It's been a real pleasure working with Gail / SmartHR over the last few years and I highly recommend SmartHR for their HR services and consultancy. Over the last 4 years, they have assisted us with two complicated restructures and provided excellent advice over this time."

"As a small but growing company we wanted to review all our HR Documents, Contracts and Company Handbook. We started to look into doing this ourselves and what a mine field! We then contacted SmartHR and we were delighted with the professional service that Gail has delivered. Gail provided proactive advice. Her friendly down to earth attitude is refreshing and it's great on any HR matters going forward to have an external viewpoint and her experience to hand. The awards that SmartHR has won is a testament to the highly professional and comprehensive service that Gail provides and we have no hesitation in recommending SmartHR to others."

HR specialists delivering award-winning solutions

Contact Us:

www.SmartHR.co.im

**Please contact us to confidentially
discuss your HR support needs**



Gail Yeowell

Chartered FCIPD FInstAM(Dip) FCMI FIRP Dip IoD

Owner & Managing Director

E: gail@SmartHR.co.im

M: 07624 478764

Smart HR Solutions Limited

T: 01624 619619 - *appointment recommended*

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Your People - Your Performance - Our Passion