

What is an HR Audit?



Why do I need an Audit?

Conducting regular HR Audits is an integral part of delivering compliant and effective HR solutions for any organisation. It will not only highlight high risk areas, such as outdated contracts or policies, but also help standardise processes and align HR goals with strategic business goals.

The risk of 'cutting corners' with employment legislation is no longer an option for those without extremely deep pockets – failure to undertake the correct checks and employing someone who doesn't have the right to work in the UK for example, can result in a fine of up to £20,000 for each illegal worker. There are also the hidden costs of management time dealing with issues such as performance, said to be around one day a week.

Who is an Audit for?

Typically aimed at small and medium size organisations, it is ideal for those with little or no internal HR expertise as well as those with established HR teams who are busy dealing with the job at hand and have little available time to take a step back and review.

What does the Buzzacott HR Audit cover?

Unlike other offerings which tend to focus upon a specific area, such as contracts or policies, we evaluate the whole spectrum of HR activities, with primary focus on the following key areas:

- HR strategy
- Recruitment and resourcing
- Staff management
- Training and development
- Compensation and reward

- Employee relations
- Termination/Leaver process
- Health & safety
- Policies and procedures
- Personnel files

What will the results look like?

Together we will agree a date to present our findings and supply you with a written report detailing our conclusions and recommendations.

Upon completion of the audit a clear and simple summary of both good practice and areas for improvement will be provided, giving you peace of mind about what the risks to the organisation might be and how we can help you achieve best practice.

We can help you improve staff engagement and motivation while reducing the risk of ineffective recruitment, poor performers and costly tribunal claims.

How can we help?

Our recommendations will guide you through a clear roadmap of actions and a manageable timeframe in which to achieve them.

For further advice or to book in your organisation's HR Audit, please speak to:

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An HR Audit is an independent and comprehensive review of an organisation's HR function. It will assess both legal compliance and best practice to identify potential risks (both legal and financial) to the organisation and recommend ways to enhance and improve current practices.