

# Haverhill Chamber of Commerce and Industry

## An HR Healthcheck for your business

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# What's on your Insomnia Index?



# What's on your Insomnia Index?

- Unmotivated staff
- Keeping up with employment law
- Poorly performing staff
- Time to deal with staff problems
- Recruiting / retaining quality staff
- ?
- ?

# An HR Healthcheck

## Who should do it?

- If your business is new or new to employing staff
- If your business has changed / grown / evolved
- If you haven't reviewed your HR arrangements recently
- If you don't have a way of keeping up to date with changes in employment law

# An HR healthcheck

## Why should you do it?

- Constant flow of new employment law legislation
- Getting it wrong can land you in a lot of expensive trouble
- Good practice can keep you out of trouble
- Good practice ensures you get the best from your people
- Builds your reputation as a local employer

# Rating used during HR Audit

- (1) Your current arrangements have been reviewed recently, are current and are working effectively
- (2) There are some small adjustments that should be considered
- (3) Either a process does not exist or the current process needs to be reviewed as it may not be legally compliant or may place the business at risk of a claim

# Some key elements of an HR healthcheck

- Recruitment and selection skills
- Contracts of employment
- Job descriptions
- Staff handbook containing policies and procedures
- Effective induction
- Management of training
- Performance management process
- Reward and recognition arrangements
- Employment law update process

# An HR Quiz

# HR Quiz - question 1

As of 1<sup>st</sup> April 2009 how many days of paid annual leave is a full time employee entitled to?

- a) 20 days
- b) 24 days
- c) 28 days
- d) 30 days

# HR Quiz - question 1

As of 1<sup>st</sup> April 2009 how many days of paid annual leave is a full time employee entitled to?

c) 28 days

# HR Quiz - question 2

As of 1<sup>st</sup> April 2009 you must have arrangements in place to allow parents with children under the age of 16 to ...

- a) Work part time if they want to
- b) Request flexible working arrangements
- c) Take all their holiday during August
- d) Bring their children to work with them

## HR Quiz - question 2

As of 1<sup>st</sup> April 2009 you must have arrangements in place to allow parents with children under the age of 16 to ...

b) Request flexible working arrangements

# HR Quiz - question 3

As of 1<sup>st</sup> October 2009 how much is the National Minimum Wage for an employee aged 18-21?

- a) £3.57
- b) £4.83
- c) £5.80
- d) The NMW doesn't apply to employees who are under 21 years of age

# HR Quiz - question 3

As of 1<sup>st</sup> October 2009 how much is the National Minimum Wage for an employee aged 18-21?

b) £4.83

# HR Quiz - question 4

The proposed Personal Account Scheme to provide pensions for lower paid employees will require...

- a) Employees to take out a personal pension
- b) Employers to make a contribution towards a pension scheme
- c) Employees to opt back in to SERPS
- d) Employers to set up a company pension scheme

# HR Quiz - question 4

The proposed Personal Account Scheme to provide pensions for lower paid employees will require...

- b) Employers to make a contribution towards a pension scheme

Questions?

# Useful sources of information

- [www.direct.gov.uk](http://www.direct.gov.uk)
- [www.businesslink.gov.uk](http://www.businesslink.gov.uk)
- [www.acas.org.uk](http://www.acas.org.uk)
- [www.cipd.co.uk](http://www.cipd.co.uk)