

HR180'S BUSINESS OWNER HR CHECKLIST



HOW CAN THIS GUIDE HELP YOU?

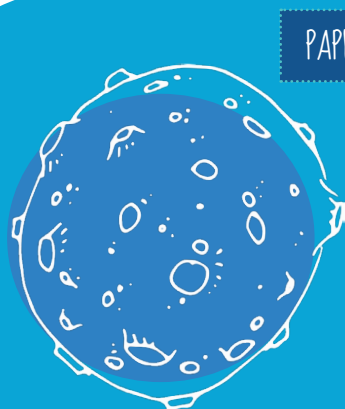
You know how important HR is, but as a **busy business owner** it keeps getting pushed to the bottom of your priority list.

This is the year you get this sorted, and have peace of mind knowing you, your business and your employees are happy, protected and efficient...the list goes on!

That's why we created this HR checklist.

It covers **every aspect you need to know** to ensure you are looking after your team of superheroes, helping them grow and work with you to achieve the business goals (alongside their own) looking after your employee's health and wellbeing and creating a happy and efficient workforce. (Alongside the less interesting things such as making sure you are achieving your duty of care and are legally compliant)

So let's begin... below we've outlined the areas you need to consider:



PAPERWORK PLANET

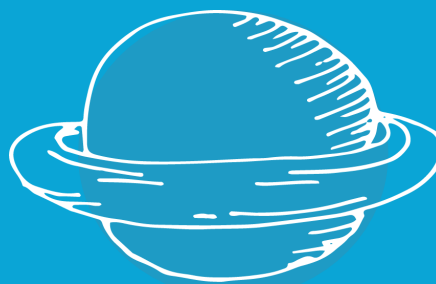
TRAINING PLANET



PEOPLE PLANET



LEGAL PLANET



FIX IT PLANET



SUPERHERO PLANET



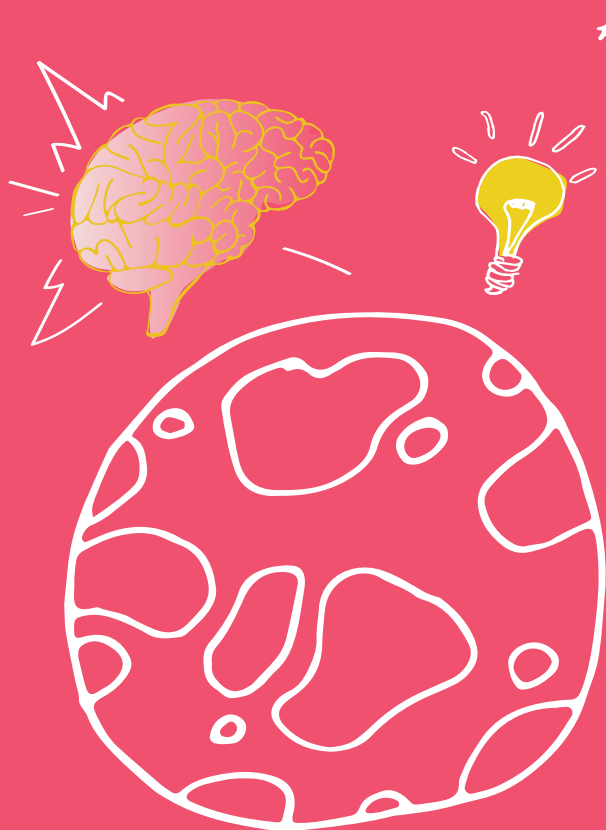
1. THE PEOPLE PLANET

In order for your business to hit its goals this year, it's vital that you have a solid people plan.

To create this, you'll want to understand the needs of your business, and the goals you've set.

Looking at strengths and weaknesses is important so that you can identify opportunities and threats, as well as spotting which of your people can grow and progress in certain ways with training and development.

One of the best ways you can learn which of your current employees may go on to develop and grow with the company is by conducting regular employee appraisals.



2. THE TRAINING PLANET

Many business owners spend a lot of time upskilling and developing their teams, working on their business culture, and making sure they're taking mental health and wellbeing seriously.

But often, they forget to place a focus on their own development, and that of their managers. You and your managers hold the business together. It's important to invest in your skills too.

As well as developing knowledge, there are many leadership skills you and your managers can work on. These can be skills such as communication, awareness (mental health, diversity, etc.), and decision making. All of which will make your people happier and more productive.

3. THE LEGAL PLANET

Compliance is vital for your business not only to ensure its smooth running...

Your business should be committed to following the working standards set out by UK employment law. It affects your policies, procedures, and documentation, as well as your day-to-day responsibilities.

Statutory compliance is your legal obligation set out by legislation. Regulatory compliance is a legal obligation by a regulatory body. Your health and safety would fall into this category, for example.

Contractual compliance is your obligation to your employee, and vice versa, as set out by your employment contracts.



Do you understand the areas of your business that need to be worked and improved on?

Sometimes as business owners we are so focused on the bigger picture, that the smaller details escape us.

If you aren't sure, you may wish to conduct an internal audit, or even survey your people (which can be done anonymously) to discover any problems or issues you may not have noticed. This will allow your staff to talk comfortably and point out areas which they'd like to improve or things they are happy with and would like to do more of!

By giving your people an opportunity to highlight issues anonymously, you have a better chance of discovering the things that need your attention and working on ways to fix them. All of which will help your team to be happier and work towards to goals of the company together.

5. THE PAPERWORK PLANET

It's really important to make sure all of these documents are up to date. To ensure this, reviewing them once a year is best practice.

This protects your business, your employees, and keeps you on the right side of the law.

WHICH DOCUMENTS ARE MOST IMPORTANT?

There are many forms of HR document. Which ones are right for your business may depend on the nature of what you do. Some may be formal, and some informal. But there are a number of essential documents that you must have as a minimum...

WRITTEN STATEMENT OF PARTICULARS

Usually part of an employment contract, this outlines details of a contract, such as salary and start dates.

Essential policies
(Typically included in your employee handbook):

- Maternity/paternity/adoption
- Absence
- Performance
- Redundancy
- Equality and diversity
- Equal opportunities
- Data protection and security
- Bullying and harassment

DISCIPLINARY AND GRIEVANCE PROCEDURES

Not only should you have a policy that complies with the ACAS Code of Practice, but you should also keep details records of any cases that arise.



JOB DESCRIPTIONS

You should ensure you have up-to-date job descriptions for every role within the business, recruitment process documents, performance appraisal documents, onboarding procedure documents, and employee management and record keeping documents.

EXIT DOCUMENTS

You may also wish to have clear documents and policies in place for when an employee exits the business.

6. THE EXPERTS PLANET

We know you and your team of superheroes are doing an amazing job, but there's no denying that to work on all of this stuff alongside your usual job is going to be very time consuming.

Some people may relish the challenge & we completely understand that! But imagine spending all that additional time working on your business growth instead. By working with experts (like all of us here at HR180) you can make sure everything is done exactly as it should be, your team is happy and challenged, everything is compliant, and nothing is forgotten. Get in touch, we'd love to hear from you!



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