THE HFACTOR

HR Audit Checklist

A practical high-level review to help UK employers identify common people-management gaps before they become operational or employee-relations problems.

Contracts & Core Documentation

- [ ] Every employee has a written statement of employment particulars.
- [ ] Contracts reflect current roles, hours, pay and working arrangements.
- [ ] Consultancy, worker and contractor arrangements have been checked for status risk.
- [ ] Personnel records are complete, current and stored securely.

Policies & Compliance

- [ ] Key policies are current and reflect how the organisation actually operates.
- [ ] Disciplinary and grievance procedures are consistent with the ACAS Code.
- [ ] Family leave, flexible working, carers' leave and sickness processes are documented.
- [ ] Right-to-work checks are complete and retained correctly.

Pay, Benefits & Working Time

- [ ] Pay rates are reviewed against National Minimum Wage requirements.
- [ ] Holiday entitlement and holiday pay practices are checked.
- [ ] Working time, rest breaks and overtime arrangements are monitored.
- [ ] Pension auto-enrolment processes are operating correctly.

Employee Relations & Management

- [ ] Managers understand how to handle performance, conduct and absence concerns.
- [ ] Open grievances, disciplinaries or long-term absence cases are tracked.
- [ ] Probation reviews and regular 1-2-1s take place.
- [ ] Exit interviews and turnover patterns are reviewed for recurring themes.

Change & Organisational Risk

- [ ] Restructure, redundancy and TUPE risks are identified early.
- [ ] Consultation obligations are built into change plans.
- [ ] Selection criteria are objective, documented and capable of audit.
- [ ] Equality impacts are considered before final decisions.

Need support? The HFactor provides practical HR consultancy support for UK employers, including employee relations, TUPE, restructures, redundancy and ongoing HR advisory support.

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This checklist is a general guide and is not a substitute for advice on the facts of a particular case.