

# HR HEALTH CHECK



Ruth Seddon HR

**LEGAL COMPLIANCE**

**CONTRACTS & POLICIES**

**BEST PRACTICE**

*This service is a quick check of your contracts, policies, compliance with key elements of law and some suggestions for the future, in line with best practice.*

## ABOUT ME

*With 25 years' experience of HR and Employment Law in all industries, I can check that you are up to date with current legal requirements.*

*I can also give you some general advice on employment issues and suggestions for improvements or changes to employment terms or practices, according to your needs.*

## COST

**£100, includes:**  
**Meeting of up to 1 hour**  
**Reading documents and preparing proposals**

## THE REVIEW COVERS THREE KEY AREAS



### Legal Compliance

- Right to work checks
- Issue of contractual documents
- Minimum wage
- Driving (if applicable)



### Contracts & Policies

- Up to date contracts
- Up to date policies & handbook
- Key policies
- Processes for key stages of employment (eg induction, probation)



### Best Practice

- Management structure, job roles and pay
- Training
- Managing absence (holidays and sickness)
- Managing performance