

## **Employment/HR Health Check**

### **Why?**

The old adage of “you don’t know what you don’t know,” is never truer where employment law, policies and HR practices are concerned.

Do you know if all your employment policies are up to date?

Do you have all the policies you need?

Do you implement your policies and practices consistently?

Are you up to date with all recently introduced employment legislation?

**The answer to these and more is never usually a 100% YES which would indicate a Health Check might be a good idea.**

Do you have to give special notice of forthcoming retirement to your staff?

Are Maternity pay periods increasing soon?

Are sessional staff entitled to paid holiday?

Do part-time staff qualify for sick pay

Do we have to deduct PAYE from pay of casual workers?

**The answer to these common questions should be something that all groups know as they are relatively common occurrences. If not a Health Check would be a good way to identify training needs.**

### **The Health Check**

The CA Plus, Employment Advice Service, has devised a comprehensive Health Check that will investigate your groups compliance (or otherwise) with current employment legislation.

### **How does it work?**

Andrew Monroe, our Employment Advice Manager will come out and spend the best part of a half-day going through a 130 point audit of all your employment contracts, terms and conditions, policies and practices. This will be followed up by a further half-day off site compiling a report for your Trustees.

## What then?

The findings of the report will be presented to the Trustees (Governing Body), outlining any areas of concern that require action. Action Points will be graded as to the urgency of what if any changes might have to be made. (i.e. immediately, within next 3 months, within the next 12 months etc.)

## Cost?

The Health Check visit, report and the presentation of your Action Report is available to Charitable and Voluntary sector groups within Nottingham and Nottinghamshire for a subsidised fee of **only £100 plus VAT (£117.50 total)**. (Normal un-subsidised costs would be in excess of £450).

The Health Check is also available to groups outside of Nottinghamshire. Please contact Andrew Monroe for further details and costs, dependant on location.

## Follow Up?

Following the completion of the report, some groups may want to implement any recommendations for themselves and will be free to do so. Others however, may require more assistance. If so, CA Plus will be able to offer further subsidised support to groups to complete that work for them. This will be discussed on a one to one basis with groups depending on how much time may be needed.

## Training

One of the conclusions of the Health Check may be that training for staff or Trustees might be also be identified. The Employment Advice Service runs regular training workshops that might be appropriate in many cases. If not special in-house training can be arranged to address the issues raised in the Health Check.

## What Next?

To request your Health Check or discuss it in more details, contact:

***Andrew Monroe***  
***Employment Advice Service Manager***

***My direct phone number is 0115 9478942***