

## Fit for the Future

Helping social businesses build financial health, agility and staying power



## HR checklist for social businesses

Whether you're about to hire your first employee, or you've already got a team, make sure your HR policies and procedures are in good health.

This checklist was developed by Buzzacott's HR consultancy experts, and tailored specifically for UK-based social enterprises, to help you clarify what's legally required and what's recommended. Check your policies and processes now to make sure you're on track – or to find out what you need to update or put in place.



*Note that this checklist is aimed at UK-based organisations, and was last updated April 2019.*

*If you're based outside the UK, you should check with an HR expert in your own jurisdiction.*

*For further questions on HR-related matters, contact Buzzacott's HR consultancy experts at: [enquiries@buzzacott.co.uk](mailto:enquiries@buzzacott.co.uk)*

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*Fit for the Future is a partnership between accountancy firm Buzzacott and Pioneers Post, the social enterprise magazine.*

| Written statement of employment particulars  | In place | Not in place | Notes  |
|--|----------|--------------|--|
| Itemised pay statements  |          |              | A legal requirement for all employees. This must be provided on or before payday |
| Written statement of employment (must be provided within 2 months of the start of employment), which should include: |          |              | A legal requirement if their employment contract lasts at least a month or more  |
| • employer name  |          |              | A legal requirement  |
| • employee's details (i.e. name, job title or a description of work and start date)                                  |          |              | A legal requirement  |
| • how long a temporary job is expected to last (i.e. the end date of a fixed-term contract)                          |          |              | A legal requirement  |
| • if a previous job counts towards a period of continuous employment, the date the period started                    |          |              | A legal requirement  |
| • the hours of work (and if employees will have to work Sundays, nights or overtime)                                 |          |              | A legal requirement  |
| • payment arrangements (how much and how often)  |          |              | A legal requirement  |
| • holiday entitlement (and if that includes public holidays)   |          |              | A legal requirement  |
| • where an employee will be working and whether they might have to relocate  |          |              | A legal requirement  |
| • if an employee works in different places, where these will be and what the employer's address is                   |          |              | A legal requirement  |
| • notice periods   |          |              | A legal requirement  |
| • collective agreements  |          |              | A legal requirement  |
| • pensions   |          |              | A legal requirement  |
| • who to go to with a grievance  |          |              | Information on where employees can find this information is legally required     |
| • how to complain about how a grievance is handled   |          |              | Information on where employees can find this information is legally required     |
| • how to complain about a disciplinary or dismissal decision   |          |              | Information on where employees can find this information is legally required     |

| Minimum statutory pay requirements  | In place | Not in place | Notes   |
|---|----------|--------------|---|
| National minimum wage (Current Rate: £7.83 per hour for those aged 25 and over)           |          |              | Payment of at least national minimum wage is a legal requirement                                      |
| Statutory Sick Pay (SSP)  |          |              | The payment of SSP is the minimum amount of sick pay that should be paid to eligible employees by law |
| Statutory Family Friendly Leave and Pay (Maternity, Paternity, Adoption, Shared Parental) |          |              | By law eligible employees are required to receive this (as a minimum)                                 |

| Other key minimum statutory requirements  | In place | Not in place | Notes   |
|---|----------|--------------|---|
| Receiving 28 days annual leave (full-time employees) inclusive of public holidays). |          |              | All employees are legally entitled to 5.6 weeks paid holiday a year |

| Pre-employment checks   | In place | Not in place | Notes  |
|---|----------|--------------|--|
| Right to Work Check (obtain, check and copy)  |          |              | A legal requirement and must be conducted before or on the first day. Failure to carry out the correct RTW checks can lead to a fine of up to £20,000 and/or a civil penalty |
| Passport, national identity card, registration certificate or document certifying permanent residence. (Further approved documents can be found on the Home Office website) |          |              | As above   |
| References  |          |              | These should be carried out as soon as possible (particularly if they are a condition of employment)   |
| Qualification Checks  |          |              | As above   |
| DBS (if applicable for the role)  |          |              | As above   |
| FCA Check (if applicable for the role)  |          |              | As above   |

| Written policies  | In place | Not in place | Notes   |
|---|----------|--------------|---|
| Equal Opportunities Policy  |          |              | It is good practice to have this policy to show how the employer complies with legislation  |
| Disciplinary Policy and Procedure   |          |              | Legally employers must set out a Disciplinary procedure and share it in writing with all employees  |
| Grievance Policy and Procedure  |          |              | It is good practice to have this policy to show how the employer complies with legislation  |
| Annual Holiday Policy and Procedure   |          |              | As above  |
| Absence & Sickness Procedures   |          |              | As above  |
| Health & Safety Policy  |          |              | This is a legal requirement under the Health and Safety Act 1974 for employers that have five or more employees.  |
| Bullying and Harassment Policy and Procedure  |          |              | It is good practice to have this policy to show how the employer complies with legislation  |
| Maternity Policy and Procedure  |          |              | As above  |
| Paternity Leave Policy and Procedure  |          |              | As above  |
| Adoption Policy and Procedure   |          |              | As above  |
| Shared Parental Leave Policy and Procedure  |          |              | As above  |
| Parental Leave Policy and Procedure   |          |              | As above  |
| Flexible Working Policy and Procedure   |          |              | As above  |
| Data Protection Policy and Procedure (with separate subject access request procedure) |          |              | In order to meet the 'lawfulness' requirement of processing personal data the employer must meet certain conditions. A comprehensive Data Protection Policy (and relevant documents) should be in place to detail how the employer complies with legislation. |

| People management                                    | In place | Not in place | Notes  |
|--|----------|--------------|--|
| Clear objectives and regular reviews                 |          |              | Not required by legislation but HR best practice to carry this out   |
| Performance management                               |          |              | As above   |
| Succession planning                                  |          |              | As above   |
| Career development plans                             |          |              | As above   |
| Accurate job descriptions                            |          |              | Allows the employee to better understand their role and expectations and also allows the employer a criteria to judge employee performance |
| Annual HR systems and processes review (recommended) |          |              | Not required by legislation but HR best practice to carry this out   |

| Health and Safety & Compliance                    | In place | Not in place | Notes   |
|---|----------|--------------|---|
| Appropriate insurances                            |          |              | A legal requirement for employers to have liability insurance for injury or disease to their employees arising out of their employment  |
| Employees who are first aid trained (recommended) |          |              | The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.                      |
| Suitable first aid equipment on site              |          |              | As above  |
| Health and safety policy                          |          |              | This is a legal requirement under the Health and Safety Act 1974 for all employers that have five or more employees.  |
| Annual workplace risk assessments                 |          |              | Employers should carry this out as their duty of care to their employees every time there are new machines, substances and procedures, which could lead to new hazards. This should also be carried out on employees who have medical conditions and/or pregnant. |