



# The business owner's 2024 HR checklist

Follow this 5-point checklist to make sure you get the very best out of your team this year.



## 1. Make sure you're legally compliant

The quickest way to receive a costly employee claim is by not having the right paperwork in place. Luckily, it's one of the easiest things to fix which is why it's at number 1.

- ✓ Ensure you're paying all staff at least the national minimum wage
- ✓ Ensure your staff have the right to work in the UK
- ✓ Complete DBS checks if required
- ✓ Ensure you have the correct employment liability insurance
- ✓ Ensure everyone has an up-to-date signed contract
- ✓ Ensure everyone has access to your company handbook
- ✓ Ensure everyone is aware of your policies
- ✓ Ensure you are not discriminating against any employees who may have protected characteristics

## 2. Save costs using HR software

Managing employees takes time and this costs money. That's why you should be using HR software to reduce admin time and costs.

### Use software to help manage:

- ✓ Recruitment and applicant tracking
- ✓ Employee onboarding
- ✓ Employee records
- ✓ Time and attendance tracking
- ✓ Payroll management
- ✓ Benefits
- ✓ Performance management
- ✓ Training and development
- ✓ Employee self service
- ✓ Compliance and reporting
- ✓ Analytics
- ✓ Documents

*(This is not an exhaustive list)*

## 3. Use audits and surveys to know what needs fixing

You need insights to help you make the best decisions for your business and that's what internal audits and surveys can provide.

### Here's some things you should look to improve using audits and surveys:

- ✓ Culture
- ✓ Training and development
- ✓ Employee engagement and satisfaction
- ✓ Employer branding: recruiting and retaining the best people
- ✓ Performance

*(This is not an exhaustive list)*

## 4. Keep employees happy

Employee happiness has a direct link to the productivity and profitability of your business. Happy team, happy business. Sad team, sad business.

### Here are some ways:

- ✓ Promote employee wellbeing
- ✓ Tackle work-related causes of stress
- ✓ Support staff struggling with their mental health
- ✓ Create a mental health plan

*(This is not an exhaustive list)*

## 5. Work with an expert HR consultant to create your people plan

A people plan is exactly that – a plan on how you're going to manage and leverage your biggest asset to achieve your goals. 2024 is predicted to be a challenging year for business owners, which is why it's important to work with an expert to create a people plan.

### Here are some key points your people plan should include:

- ✓ Align vision and mission with strategy and goals
- ✓ Workforce analysis and planning
- ✓ Recruitment
- ✓ Engagement and retention
- ✓ Training and development
- ✓ Budget and resource allocation

*(This is not an exhaustive list)*



**Need help getting the best  
out of your team this year?  
Let's have a chat.**

Simply contact our team on

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