HR CONSULTANCY LAUNCH PROGRAMME · RUN THE FIRST CLIENT'S HR AUDIT

HR audit worksheet

The centrepiece deliverable. For each area, record the current state, the gap or risk, its priority, and the recommended action. Check everything against current employment law (Module 4).

01 How to use it

Work area by area. Check each against current law using your currency tracker (Module 4) and template inventory (Module 5). Prioritise by risk, then turn the top gaps into a scoped proposal.

Which employment-law position are you auditing against (e.g. the Employment Rights Act 2025 changes)?

02 Employment contracts

Do the contracts reflect current law and the reality of the roles?

Current state: what contracts exist, and how current are they?

Gap or risk: what is missing or out of date?

Priority: high, medium or low, by risk?

Recommended action?

03 Staff handbook and policies

Which policies are present, current, and actually followed?

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Current state: which policies exist, and how current are they?

Gap or risk: missing or out-of-date policies?

Priority: high, medium or low, by risk?

Recommended action?

04 Data handling

How the business collects, stores and retains employee data (Module 3).

Current state: how is employee data stored, and who can see it?

Gap or risk: retention, access or consent issues?

Priority: high, medium or low, by risk?

Recommended action?

05 The proposal

Turn the highest-priority gaps into the first paid project.

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Which one or two gaps become the first project, and why?

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