

# How to spring clean your business and HR



# Do you have out-of-date or inaccurate people documents which are still being kept in a messy filing cabinet?

It's time to give your HR a good spring clean.

In this checklist, we'll talk you through what you need to do to make sure you're keeping your employee's data safe, you're staying legally compliant and you're using available data to drive business growth.



## 1. Make sure everyone's documents are up to date

HR documents sit behind every decision you make about people.

They shape what managers can say, what decisions you can stand by and how confident you feel handling issues.

When they're wrong or out of date, even small issues become harder than they should be.

### Start by checking that:

- contracts show current hours, pay and working arrangements
- right-to-work checks and key records are in place for everyone
- policies reflect how things are actually handled day to day

Contracts often fall behind because changes feel minor at the time. A few hours here. Some home working there. Over time, the contract stops matching reality.

Policies can cause problems too. If a policy says one thing and managers do another, that's where issues start if someone challenges a decision.

## 2. Make sure everything is saved in the right place

Even good paperwork is useless if you can't find it.

When information is hard to find, managers hesitate, decisions slow down and small issues drag on.

### Common situations include:

- contracts saved in email threads
- policies stored in several folders
- different versions of the same document being used

When something serious comes up, the first problem is often working out which document is the correct one.

### As a minimum, make sure:

- everything important is in one HR system
- nothing important lives only in an inbox
- it's clear which version is the latest

This isn't about systems for the sake of it. It's about not wasting time or making the wrong call because you picked up the wrong document.

### 3. Make sure job descriptions reflect reality

Job descriptions often get written once and then forgotten.

Over time, roles change. Extra tasks get added. Priorities shift. What started as temporary becomes normal.

#### When the job description no longer matches the job:

- people aren't clear on what's expected
- performance conversations get harder
- recruitment becomes less accurate

#### Look at each role and ask:

- what does this person actually do week to week?
- what are they responsible for now, not when they started?
- does this still fit what the business needs?

Updating a job description doesn't need to be complicated. It just needs to match what actually happens.

### 4. Make sure that everyone's had a recent catch-up

Many people issues become bigger than they need to be because things were never clearly said or written down.

A manager thinks that they've raised an issue. The employee thinks it was a casual comment. Nothing gets recorded. Months later, it becomes a formal problem.

This is where regular catch-ups make a difference. They're one of the simplest ways to manage people fairly and consistently.

#### They give you space to:

- explain what's expected
- raise concerns early
- make sure both sides are clear

These conversations don't need to be long or formal. They do need to be clear and noted.



## 5. Benchmark key people metrics

You don't need complicated reports. You just need to know what's usual for your business.

### Look at:

- absence levels
- staff leaving
- how long it takes new starters to get up to speed
- repeat performance or conduct issues

These numbers help you to spot issues before they turn into bigger ones.

For example, high absence in one team often isn't about sickness. High turnover early on often points to poor onboarding. Slow productivity usually means training isn't consistent.

## 6. Create an HR plan based on what matters most

Once you've gone through the checks, the next step is deciding what to deal with first.

Trying to fix everything at once usually means nothing gets done.

### Use what you've found to help you to:

- decide what needs sorting now
- leave what isn't urgent
- plan the work instead of reacting to issues

That might mean updating contracts first. Tidying up records. Or giving managers clearer guidance.

The aim is to move away from firefighting and towards calmer, more consistent people management.



# How an independent HR consultant can help you

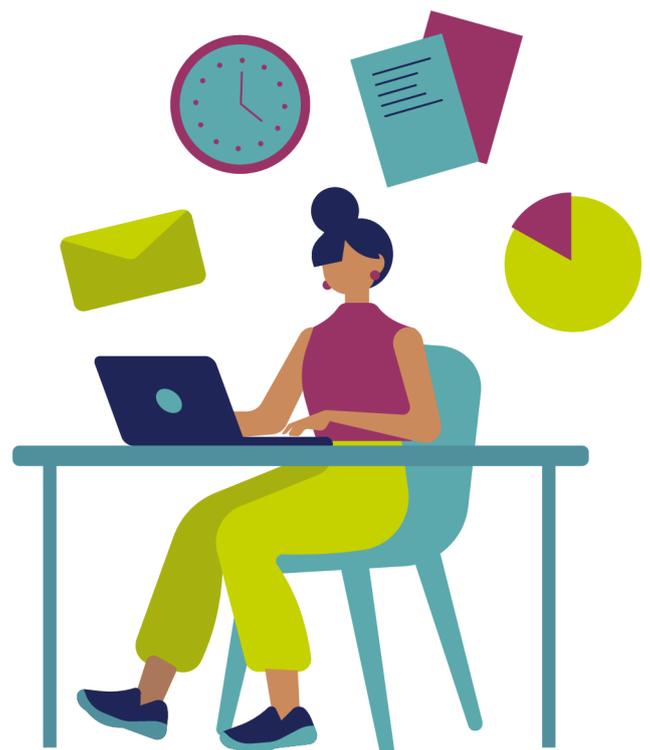
If you're reading this and thinking that you don't have the time to deal with it all, you need support.

## We can:

- work through the checklist with you
- get the paperwork in order
- put clear, workable processes in place
- reduce the chance of problems later

Done properly, HR support should make your life easier, not give you more to think about.

**Book a free, no-obligation call and we'll talk it through together.**



## Get in touch

 [www.applehr.co.uk](http://www.applehr.co.uk)

 07977 456624

 [info@applehr.co.uk](mailto:info@applehr.co.uk)