

CAPITA



What keeps you awake at night?

Capita HR solutions' recent research highlighted several primary areas of concern for HR and business leaders.



Compliance & Risk:

Do you have a comprehensive and robust suite of policies and procedures in place?



Costs:

Do you truly understand your HR & people-related costs?



Effectiveness:

Do you know how effective your processes and talent management practices are?

Time for a Health Check?

Capita can help you to define your challenges and address your risks through our HR Health Check.

The HR Health Check is an independent, impartial and disciplined review of your HR practices and procedures that helps you to reduce risk and cost, improve performance, and demonstrate where HR can add value to your organisation.

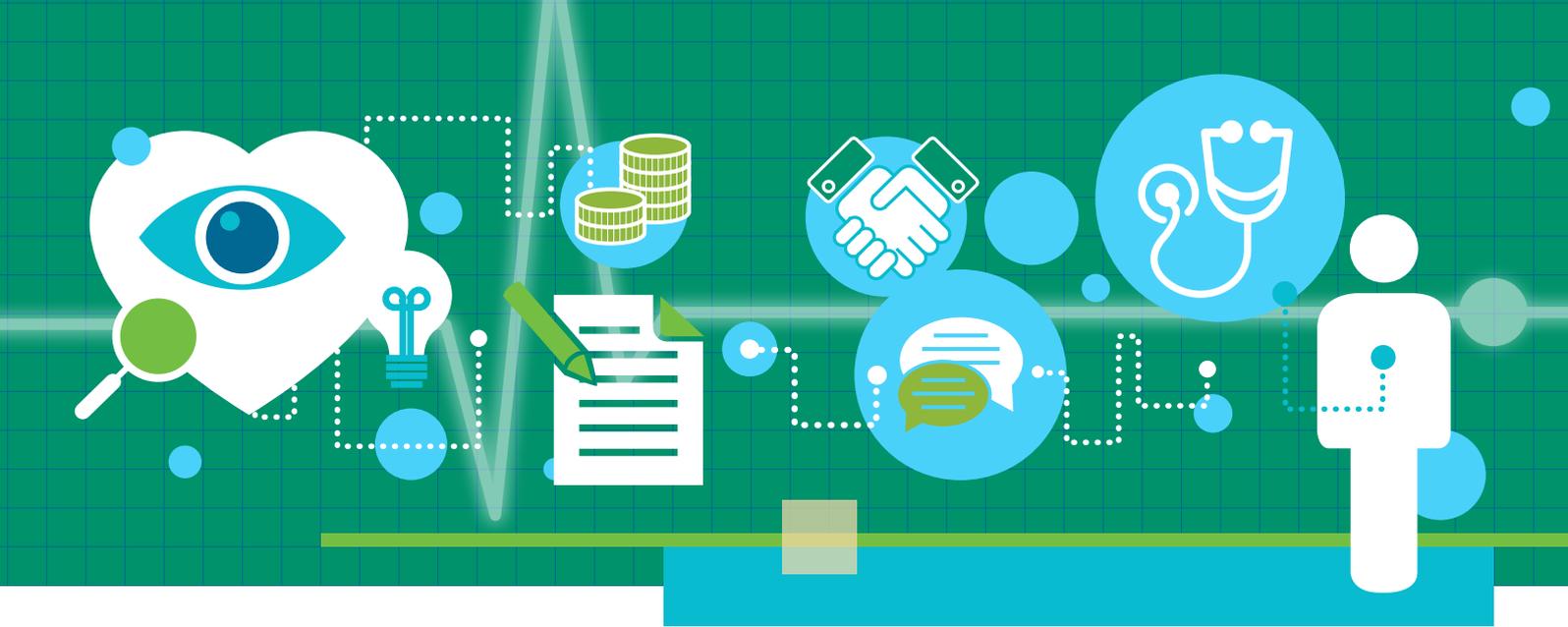
Our HR Health Check is based on Capita's best practice HR model, informed by more than 20 years of providing trusted HR services to thousands of public and private sector organisations.

The HR Health Check is suitable for organisations of any size and is delivered by Capita's industry leading specialist HR practitioners locally throughout the UK.

What will we do?

- ✓ We will meet with key stakeholders to discuss your current challenges and undertake data gathering exercises to obtain feedback on the effectiveness of your procedures, in order to identify and recommend prioritised requirements for improvement.
- ✓ We will undertake a diagnostic review of the effectiveness your HR, Talent Acquisition and Talent Management practices
- ✓ We will analyse the effectiveness of your current processes as a benchmark to assess and measure the impact of any changes you subsequently introduce.
- ✓ We will present summary findings, highlighting opportunities and recommendations for targeted interventions that address your primary areas of concern.
- ✓ We will work in partnership with you to implement the high impact interventions that will deliver the necessary improvement, whilst establishing the measures that demonstrate the ROI needed to deliver sustainable results.

Creating better business outcomes together



What does a Health Check cover?

The HR Health Check can be tailored to suit your needs and typically covers:

- + Your HR policies and procedures to establish whether they are comprehensive and legally compliant.
- + Performance management arrangements for staff to establish the quality and consistency of approach.
- + Absence management procedures to improve attendance levels, reduce costs and mitigate the impact on the business of staff absence.
- + The evaluation of the performance of the resourcing function and its ability to respond effectively and efficiently to the needs of the business.
- + A review of your workforce planning activity and profile of resource utilisation and costs to help understand how demand is measured, and how capacity and capabilities needed to deliver that demand are defined.
- + A review of how your employee relations matters are managed in accordance with your policies, and to address any cases with organisational hot-spots and high risk areas. Reducing possible occurrences in the future and establish more effective ways of working.
- + An evaluation of the performance of your approach to Diversity & Inclusion, through the use of on-line cultural climate surveys, diagnostics and analysis of other forms of qualitative and quantitative data. This will identify prioritised requirements for change, to help you leverage the business benefits attributable to building a diverse workforce and inclusive workplace.

If you have a requirement for an HR Health Check in an area which is not referenced here please contact us to discuss further.

How will an HR Health Check benefit my business?

- ✓ An objective review of your HR practices and procedures which address your specific areas of concern, whether mitigating risk, reducing cost or improving business performance through your people agenda.
- ✓ You will have the benefit of an experienced HR consultant providing detailed advice and recommendations on the areas you choose to review.
- ✓ Our approach can be tailored to meet your exact requirements in order to deliver the insight that will enable you to better drive the performance of your HR function.

If any training needs are identified, we can work with you to develop a training plan.

Contact us

To find out more about how we can help transform your HR operations please contact us:

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