

# Mi HR Audit

## The flexible employment compliance audit tool you can trust

**Employers are facing ever more onerous burdens when it comes to reporting on how they meet their employment obligations. In the last few years alone we've seen requirements to report on the gender pay gap and the status determination statement for IR35 to name a few, and it's a trend that's set to continue.**

The government has recently announced its commitment to create a single enforcement body with an extensive remit to protect vulnerable workers by enforcing employment rights. The key areas of focus for the new consolidated body will include the national minimum wage and holiday pay for vulnerable workers. And it's not only the government who has keen eyes on employment compliance. When it comes to selling your business or securing investment, this kind of scrutiny forms a key part of any due diligence. You can also expect to be asked for similar reassurance as part of tender submissions or customer checks.

### Introducing Mi HR Audit

If you're looking to ensure you're meeting your obligations as an employer, Mi HR Audit from Muckle LLP is designed to give you peace of mind. It's an employment compliance service that's easily tailored to the needs of your business, allowing you to tap into the experience and expertise of our highly trained team. And with simple upfront fees there'll be no nasty surprises on price.

Area of interest	How we could help
Right to work checks	A review of a proportionate and appropriate sample of personnel files. We'll confirm any issues found and how to address them.
Employment contracts and policies	A review of your employment contract templates, policies and procedures. We'll report on any issues found, including whether they give you the protections likely to be needed, and explore suggested changes with you.
Holiday pay	A review of the types of payments paid to your workforce and how holiday pay is generally being calculated. We'll discuss any issues found and a strategy to address these.
National Minimum Wage (NMW)	A review of what is currently being factored into pay, including payments and deductions that count or don't count towards NMW, such as salary sacrifice arrangements. We'll discuss any issues found and a strategy to address these.
Working Time	A review of your processes for measuring working time, including rest breaks and opt outs. We'll confirm any issues found and recommended actions.
Data and Monitoring	A review of any employment data map, employee data privacy notice and IT and communications monitoring policy. We'll report on any issues found and recommended actions.
Gender pay gap reporting	Advice on how to capture and report on the data and an appropriate narrative to explain any gender pay gaps. We'll advise on potential steps that might help close any gap.
Employment status	A review of the types of individuals employed/engaged in your business. We'll confirm whether there are likely to be any status issues from an employment law perspective and the effectiveness of arrangements in terms of confidentiality and intellectual property rights.





## What package is right for your business?

The price you pay per category varies according to the number of employees your business has:

1 to 19 employees	20 to 99 employees	250 employees or more
£500 plus VAT per category	£750 plus VAT per category	£1,500 plus VAT per category

Prices quoted apply when taking three or more categories. We offer discounts on our standard rates, the more categories you take:

Four categories	Five or more categories
10% discount	15% discount

If you only need help in one or two categories, get in touch and we can find out more about your requirements and provide a quote for the work.

## Find out more about Mi HR Audit

If you would like more information about Mi HR Audit or how we can help you meet your employment obligations, please contact Lisa Kelly.



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