

# PACT HR Audit

PACT HR Audits are designed to carry out a comprehensive review of the School's HR documentation, systems and processes, to ensure that the school complies with current educational legislation as follows:

- Current Headteacher Standards Framework
- Current Keeping Children Safe in Education
- National Terms and Conditions for Teachers
- General Data Protection Regulations (GDPR) for HR record handling
- Equality Act 2010

## What does the Audit cover:

The HR Audit covers the processes schools need to adopt across the following areas:

- Personnel Files
- Policies and Procedures
- Pre-Employment Checks
- Single Central Register
- Job Descriptions
- Staffing Structures
- Sickness Absence Management
- Pay and Performance
- Accessing, retaining, storing, formatting and destroying data
- Gender Pay Gap Reporting (if applicable)

## The process:

The HR Audit is completed on the school's site by two highly experienced and qualified PACT HR Professionals in conjunction with the School Business Manager and / or School Leader. The HR Audit would usually take place over a period of 1-3 days, depending on the size of the school and number of employees.

## Feedback:

Feedback will be provided by a rag rated action plan and this will be presented to the School Business Manager and / or School Leader. It is important to note that it is the school's responsibility to implement all recommendations arising from the action plan and ensure future compliance.

## Follow up:

Depending on ratings within the action plan, a follow up appointment within an agreed timeframe (usually two weeks) may be required to ensure that the school has progressed with recommendations. A six-month review can also be added if necessary.