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A beginner's guide to HR compliance

An easy, sustainable, and reliable way to approach compliance on a budget

Regain your confidence and set your business up for success with the right HR compliance support



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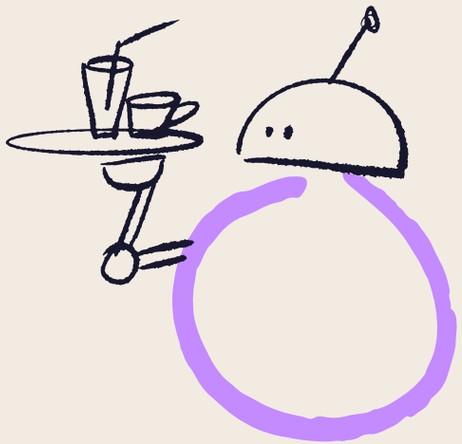
1.

Why compliance is a priority

Why compliance is a priority



Compliance is a word that scares many small business owners, and it's easy to see why. With so many HR rules and regulations to follow, the idea of accidentally getting it wrong and ending up in trouble can be worrying.

A simple misunderstanding of the law or not knowing it existed in the first place can make or break a business. **Some of the main compliance related risks include:**

- Increased risk of accident or injury
- Operational disruption
- Legal repercussions and penalties
- Damage to reputation
- Legal fees
- Low employee morale and retention

HR can feel like a function with plenty of red tape, but it's there for a reason — **to protect you and your employees**. It's necessary to get the compliance basics right, no matter how small your business is.

But how do you approach compliance if you're not an HR expert? Before you invest thousands in consultancy fees or resort to online templates, consider that there's another approach: **on-demand HR advice when you need it.**

Stick around as we compare a few of the different options, including our own Charlie Advice service, to help you find the best route forward for your small business.

Fiit

"Being able to take something from a partner that you can trust, and knowing that it's going to be correct and you're going to follow the right processes, that's really important."

Ben Wharfe
Chief People Officer @ Fiit

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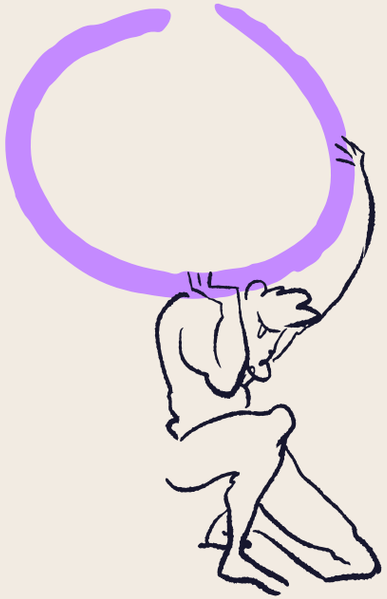
2.

How to approach compliance

How to approach compliance



We know that compliance is essential, but how do you get there? Before you decide on a way forward, consider what you already know about HR law and compliance.

Ask yourself these questions:

- What's your HR experience?
- What do you know about compliance and UK employment law?
- Do you have time to commit to research?
- Can you tell what's accurate and what isn't?
- What do you need to achieve when it comes to compliance?
- Would having an expert involved make you feel more confident?
- What are the risks of non-compliance?

You can also use our free HR compliance checklist to test your knowledge on different areas of employment law. If you're unsure about any of them, it's a good sign that some extra support is needed.

Thinking this through in detail will give you a better idea of your strengths and knowledge, and where you can find support to fill in any gaps.

There are lots of options out there for any business, budget, and experience level, but we believe that Charlie Advice has everything you need — and all for an affordable monthly price.

Get all the HR support you need from trusted experts

Book a demo

- Affordable monthly price
- Unlimited access to CIPD qualified HR experts



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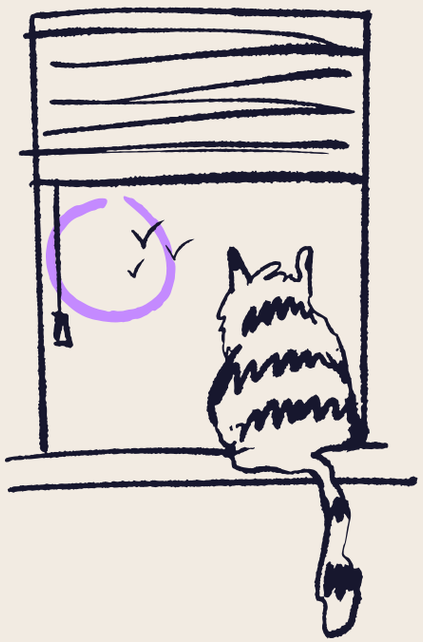

3.

Which compliance support is right for you?

Which compliance support is right for you?

Apperio

"We've struggled to know who to turn to for practical, stage appropriate HR advice. Lawyers are overkill for this, with the double whammy of being expensive and failing to provide practical guidance."

Colin MacLeod
Apperio

There are more resources than ever before when it comes to DIY-ing your own HR tasks and responsibilities, including compliance. While this introduces benefits, it can also come with challenges — especially if you're relying on artificial intelligence (AI).

1. Online templates

With a quick search you can find hundreds of ready-made information sheets and templates about risk, compliance, and HR legislation.

Pros: Free or low cost, easy to access, handles the basics.

Cons: Unreliable, not specific enough, not always professional.

2. ChatGPT

If you can find the right prompts, AI tools like ChatGPT can provide basic content for your policies — but you'll want to run the outputs past an expert first to check they're accurate.

Pros: Affordable, quick to run, collaborative

Cons: Can be full of mistakes, time-consuming, risky to rely solely on.

3. Part-time HR consultant

HR consultants can support a small business with advice and policies, but you will need to find an expert, agree contracts, and oversee delivery of the work.

Pros: Professional experience, reliable, can create HR policies and processes.

Cons: Can be expensive, waiting times for good experts can be long, not always tailored for small businesses.

4. Charlie's HR advice

For small businesses that need one-off or ongoing support, we've created Charlie Advice. Get expert insights and practical help when you need it, without making a full-time hire.

Pros: Affordable, small business experts, unlimited support.

Cons: Can only advise on employed team members, not freelancers or non-permanent employees.

5. Employment lawyer

If you work in a specialism that requires high levels of legal knowledge and compliance, it might be useful to engage an employment lawyer.

Pros: Full knowledge of employment law, qualified expert, useful in difficult situations.

Cons: Expensive, time-intensive, can't help with processes and HR policies.

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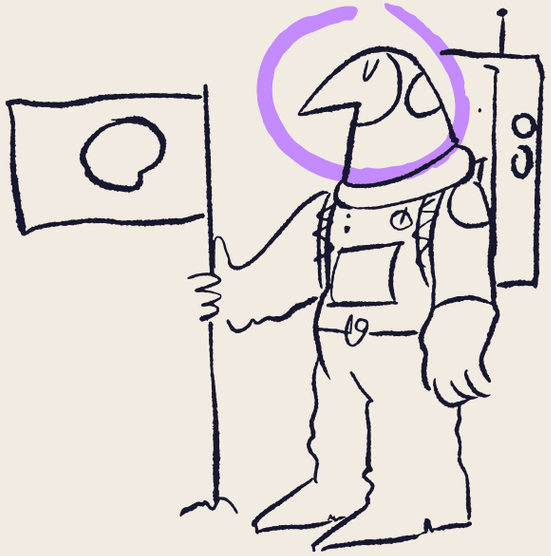


4.

All the confidence you need, without making a new hire

All the confidence you need, without making a new hire

Fiit

"With HR Advice, it's like having an extra member on your team. You have that kind of expertise you can lean on and tap into whenever you need it, without needing to hire someone in the business."

Ben Wharfe
Chief People Officer @ Fiit

Read case study

With all the resources and services available, **you don't need to make a full-time HR hire** or engage a consultant to take care of compliance — and this can present you with huge financial savings.



It's important not to think about compliance in isolation, though. Consider all the other **aspects of HR that you might want help with, like:**

- Onboarding
- Time-off management
- Performance management
- Benefits

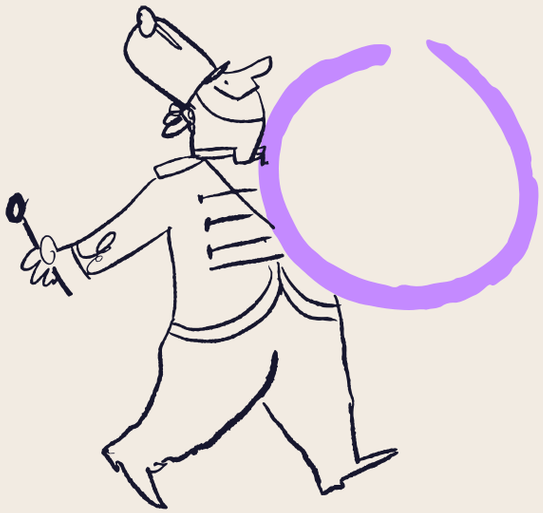
Figure out how much work there is to complete, and whether it's more practical to hire someone or invest in targeted support. If there's a steady stream of work and you have a healthy budget, it may make sense to make your first HR hire or outsource the work.

But **if you find that the work is sporadic or you want to keep costs low**, here's what we recommend:

- **Invest in the right** HR software — Charlie can handle all the above and more, allowing you to solve all your HR admin needs for a fraction of the cost of hiring
- **Add on-demand HR support** — Get advice when you need it from Charlie Advice on anything from HR policies, employee handbooks, compliance audits, and more.

With this combination, you can not only streamline your HR operations but feel secure in the knowledge that experts are taking care of the compliance for you.

Ready to feel confident in your compliance?



CharlieHR

- Small business expertise
- Policies and contracts
- Company handbook
- Support helpline



Book a free call today

Book a demo

Chat with Josh, our in-house expert

