

Client Guide: Your HR Compliance Journey Starts Here

Delivered by Ditton HR - Powered by HR Diagnostics



DittonHR
Grow your people & your business



Diagnostics

What Is HR Diagnostics and Why Does It Matter?

HR Diagnostics is a smart digital HR audit tool that helps you quickly understand where your business stands when it comes to meeting your obligations as an employer of people - and what steps to take next.

This is not a tick-box exercise. It's a proactive, strategic process designed to protect your business from:

- 4 **Employment Tribunal Claims**
- 4 **Hefty Fines and Legal Costs**
- 4 **Reputational Damage**
- 4 **Criminal Sanctions for Breaches (e.g. Right to Work checks)**

Feature	Description
Digital HR Audit	A structured, online assessment across 8 compliance areas
Visual Risk Dashboard	See your compliance status at a glance (Low, Medium, High Risk)
HR Risk Report (if applicable)	Your HR legal health check in one report
Personalised Action Plan	Tailored next steps to address issues
Knowledge Hub	Access HR guides, templates and updates
Ongoing Support from Your Consultant	Regular check-ins to track progress and stay compliant



Your Compliance Roadmap

Get the most out of HR Diagnostics, here's how to approach the process:

<p>Step 1: Complete the Digital HR Audit</p> <ul style="list-style-type: none">• Set aside 45–60 minutes• Answer honestly and thoroughly	<p>Step 2: View Your Risk Dashboard</p> <ul style="list-style-type: none">• Instantly see compliance levels across 8 key areas• Risks are flagged Red (High), Amber (Medium), or Green (Low)	<p>Step 3: Take the HR Compliance Pledge</p> <ul style="list-style-type: none">• Show your commitment to building a fair, safe, and legally compliant workplace• Share it with staff, leaders, and stakeholders to set the tone from the top	<p>Step 4: Receive Your Personalised Action Plan</p> <ul style="list-style-type: none">• Prioritised steps to fix gaps• Focus on urgent areas first
<p>Step 5: Use the Knowledge Hub</p> <ul style="list-style-type: none">• Access templates, guidance, and training resources• Share tools with managers or internal teams	<p>Step 6: Review Progress with Your HR Consultant</p> <ul style="list-style-type: none">• Agree short, medium, and long-term goals• Check in regularly to stay compliant	<p>Step 7: Share Your Certificate of Achievement</p> <ul style="list-style-type: none">• Celebrate your progress publicly Share your certificate on LinkedIn, your website, or in client communications Show the world your business takes compliance seriously	<p>Step 8: Stay Updated</p> <ul style="list-style-type: none">• HR Diagnostics is regularly reviewed and updated with legal changes• Re-audit annually or during times of business change• Keep pace with evolving employment law

What are the highest risks?

Risk Flagged	What that means legally
No written contracts or Section 1 particulars	Breach of Employment Rights Act 1996: Staff must receive written terms by day one. Missing this can trigger automatic tribunal awards.
Discrimination (e.g. pregnancy, disability, equal pay)	Breaches Equality Act 2010: Uncapped tribunal awards, including for pregnancy, disability, and pay inequality.
Not following ACAS Code in dismissals/grievances	Risk of unfair dismissal: Tribunal awards can increase by up to 25%.
No Right to Work checks	Breach of UKVI rules: Fines up to £60,000 per illegal worker.
Underpayment of National Minimum/Living Wage	Breach of NMW Act: HMRC can issue penalties and back pay. Pay must remain above legal limits after deductions.
No pension auto-enrolment or wrong contributions	Breach of Pensions Act 2008: The Regulator can issue fines and enforcement action.
No action to prevent workplace harassment	Breach of Worker Protection (Amendment of Equality Act 2010) Act 2023; Uncapped compensation.

What You Will See After the Audit

Your radial graph dashboard highlights each compliance category using clear traffic light indicators, as follows:



Low Risk
(compliant)



Medium Risk
(partially compliant
or needs attention)



High Risk
(non-compliant or
missing entirely)



Tailored Action Plan Fix the high-risk gaps first, with clear next steps.



Guided by Your HR Consultant
You're not doing this alone — we'll help you prioritise and stay on track.



It's a Journey, Not a One-Off
Short, medium and long-term goals to build lasting compliance.





DittonHR

Get Started – Client Tools & Support

Watch our short “How-To” videos for quick, step-by-step guidance.

 Click the links below to get started.

[1. Introduction to this Digital HR Audit Tool >](#)

[2. Getting Started with Your Assessments >](#)

[3. Understanding Your Compliance Results >](#)

[4. Your Personalised Action Plan >](#)

[5. Access to the Knowledge Hub >](#)

[6. Connecting with Your HR Team >](#)

[7. Making Your HR Compliance Pledge >](#)



Frequently Asked Questions

Q: Why do I need an HR audit if I've never had an issue?

A: Compliance isn't about what's already gone wrong — it's about what could. Many tribunal claims and penalties come from simple, unintentional errors. Prevention is always cheaper than cure.

Q: How often should we audit our HR compliance?

A: We recommend an annual review, with more frequent check-ins if you're going through business change, growth, or responding to legal updates.

Q: What happens after the audit?

A: You'll receive a personalised action plan and gain access to supporting resources through the Knowledge Hub. Your HR Consultant will work with you to implement those changes and check in on progress.

Q: Is the tool legally up to date?

A: Yes — HR Diagnostics is reviewed by UK employment lawyers and updated regularly to reflect the latest legal and regulatory changes.

Q: Can we use this to train our managers?

A: Absolutely. The Knowledge Hub includes guidance documents, explainer content, and practical tools that can be shared internally.

Q: Is my data secure?

A: Yes. Your responses are confidential and stored securely within the platform. Only you and your assigned HR Consultant will see your full results unless you choose otherwise. The platform is GDPR-compliant and regularly updated for data security.

Need help or have questions?

[Contact us](#) or [view our privacy policy](#)

Ready to take control of your compliance?

Start your journey today — contact us for a free consultation at info@dittonhr.co.uk.



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Built by Experts, Reviewed by Experts

HR Diagnostics has been reviewed by UK employment law, data protection, and health & safety specialists — so you can trust it reflects current legal standards.

