

Key Considerations When Reviewing Employment Documentation

Reviewing how your contracts and policies operate in practice can help identify gaps, inconsistencies and areas where the business may require stronger protection.

-  **The Roles Within Your Business**
Consider whether contracts reflect the responsibilities, working arrangements and seniority of different employees. A single standard contract may not provide suitable terms for every role.
-  **Written Employment Particulars**
Check that employees and workers receive the required written information at the correct time. The principal statement must be provided on or before the first day of work, with certain additional information supplied within two months.
-  **Contractual and Non-Contractual Terms**
Decide which provisions should form part of the employment contract and which should remain in a non-contractual handbook. Keeping appropriate policies non-contractual can provide greater flexibility when updates are needed.
-  **Current Working Practices**
Compare the documents with how employees actually work. Contracts should accurately reflect matters such as hours, location, hybrid working, benefits, reporting lines and pay arrangements.
-  **Business Protection**
Consider whether senior and commercially sensitive roles require confidentiality clauses, intellectual property provisions or restrictive covenants. These protections should be tailored to the genuine risks associated with the role.



Essential Workplace Policies

Review whether managers have clear procedures for common issues such as absence, performance, disciplinary matters, grievances, family leave and flexible working.



Accessibility and Communication

Make sure contracts and policies are written clearly and are readily available to employees. Staff should know where to find the documents and who to approach with questions.



Consistent Application

Consider whether managers understand and follow the organisation's procedures consistently. Training and clear guidance can reduce the risk of unfair or contradictory decisions.



Changes to Terms

Identify whether proposed updates affect contractual rights or working arrangements. Employers should consult meaningfully rather than assuming that a new policy or contractual term can simply be imposed.



Regular Reviews

Set a timetable for reviewing your documentation following legal developments or changes within the business. Policies should remain aligned with current working practices and the needs of the organisation.



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