

hasslefree Human Resources & Health and Safety



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Do you employ staff?

End of Year HR Considerations

As we are approaching the end of 2018, with a large portion of the country getting ready for Christmas, December can be an excellent month for reflecting on the past year and planning for the year ahead.

With this in mind and from a HR perspective, December is a good time for thinking about the following:

1. What went well this year? It can be difficult to recognise successes when you're caught up in the day to day tasks, but the end of the year can be a great time to acknowledge the hard work your team has completed and congratulate them on their successes. A good way of doing this is to recognise 'employee of the year' or 'team of the year' but in doing so, it is important to be able to justify and explain your decisions by using fair and objective rationale.
2. If you could recruit all your employees again, tomorrow, would you? If not, why not? Are there any performance or conduct issues which need to be focused on and managed? There are always problems that arise in the workplace and resolving these problems can be easy to put off, especially when they are small, but conduct issues and/or performance issues which are not managed, may escalate and become bigger problems. If you haven't already then December can be a good time to reflect and finally focus and formulate a plan to prevent these issues occurring again or getting bigger in the year ahead.
3. Did all employees receive their annual appraisals? If not, why not? An employee appraisal is an excellent tool for recognising and motivating employees, for increasing employee engagement and for focusing on employee development and succession planning. If employee appraisals were not held this year, then now is a good time to schedule them for the year ahead. Also, if employee appraisals were held, now is a good time to check if all follow-up tasks from appraisals were acted upon, e.g. scheduling necessary training, organising peer mentoring, etc.
4. Have you taken the necessary steps to comply with the Data Protection Act 2018 (which incorporated GDPR)? We met with all of retained clients earlier in the year, to talk through the steps which were necessary, so from a

HR perspective it is important to have either ticked this box, or to making some progress towards internal compliance.

5. Whilst we're on the subject of Data Protection, did you 'data cleanse' your employee files this year? It is important to ensure that you are retaining employees' personal data in line with the legislation and not retaining data which is no longer relevant and/or necessary.
6. Also, do you have the correct up-to-date contact details / personal information on file for all of your employees and when did you last carry out an employee driving licence check?
7. Is your HR Documentation (Contracts of Employment, Policies and Procedures etc.) up to date? We review and update our retained clients documentation each year, and in doing so our clients are confident that their documentation is always fit for purpose. If your documentation has not been reviewed and updated this year, then it is important to schedule this to happen next year.
8. What are your recruitment needs for the year ahead? Are you currently short-staffed? Is this putting pressure on your existing staff? Do you need additional and/or specialist skills? If so then now is a good time to start planning ahead to make the most of the January job market.
9. Do you and/or your managers require refresher HR related training? If so then let us know, we can provide you with HR Management Training covering topics such as employee absence management, discipline and grievance management, managing performance and managing difficult and sensitive issues.

How Can We Help?

If you have any queries relating to the content of this newsletter, or any other HR related topic, or require support with any of the points above then please don't hesitate to contact us at hradvice@hasslefreehr.co.uk