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Human Resources & Health and Safety



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Do you employ staff?

HR Update January 2016

January HR Jobs

Happy New Year! We wish you all the very best for 2016.

As it is the beginning of the year there is no better time, following rest and reflection over the Christmas period, to make a fresh start and to put some considered plans in place. For example;

- Ensuring that all your employee 'personal details' are up to date, e.g. address, telephone number, next of kin, copies of their drivers licence, etc.
- Communicating your specific 2016 holidays and, if required, those periods during the year where employees will be required to "save" some of their holiday entitlement to cover a Company shut-down period.
- Communication of the 2016 appraisal/performance review dates.
- Re-communication of important Company policies that you feel employees may need reminding of e.g. bullying and harassment at work, absence management, disciplinary rules, grievance etc.
- With the possibility of more "severe weather" to come, now is the perfect time to consider how you will manage situations where employees' normal travel to work arrangements may be impacted by severe weather, e.g. what flexibility you will provide and expect from your employees at this time?
- If we have recently supported you with updating your HR Documentation (Contracts of Employment and HR Policies and Procedures) then you will need to inform employees of any changes e.g. the changes to adoption leave and the introduction to shared parental leave.

- Seeking advice and guidance about HR issues which have not been addressed or managed and which are still causing an issue for your business e.g. high levels of absence, poor performance, employee conflicts, etc.
- Recruiting new team members, if required. A good team leader recruits the “right” people to support the Company/team – not just “bums on seats”.
- Planning refresher HR training. Many employers make the mistake of training their employees on something once and then assuming they will remember it forever. Sometimes it may be necessary to arrange refresher training to ensure that nothing has been forgotten or that no bad habits have developed over time.
- Reviewing your absence management processes and statistics; are all employees receiving Return to Work Meetings? Is employee absence being managed? Do you know the cost of absence to your business? Is all absence documentation being completed in a timely manner and filed appropriately?
- Reviewing and updating your Health and Safety Risk Assessments and associated Health and Safety policies and procedures – these should be reviewed periodically and at least every 12 months.

How Can We Help?

If you have any queries relating to any of the subjects raised within this newsletter then please don't hesitate to contact us at hradvice@hasslefreehr.co.uk