



Human Resources & Health and Safety



Do you employ staff?

January HR Jobs

As it is the beginning of the year there is no better time to make a fresh start and to put some considered HR plans in place for the year ahead. 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 2017 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 2017 appraisal/performance review dates.
- Re-communication of important Company policies that you feel employees may need reminding of e.g. holiday leave, company vehicles/business travel, absence management disciplinary rules, bullying and harassment at work, 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? Do you have a severe weather policy?
- If we have recently supported you with updating your HR Documentation (Contracts of Employment and HR Policies and Procedures) then you may need to inform employees of any changes that have been made.
- 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 and crept in 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.

New additional 'HR Plus' Services

We are pleased to confirm that we will be offering new additional **hands-on** and **fixed-fee** 'HR Plus' services throughout 2017; these will include outsourced support with the management of:

- **Maternity, adoption, shared parental leave and associated flexible working requests;** we will meet with you in order to gather relevant information, introduce ourselves to your employee, take care of all associated administration (letters etc.) including the pregnancy risk assessment. Keep in contact with your employee during the leave period, keeping you up-to-date as is necessary, meet again with both parties (independently) prior to the return to work, discuss and design the re-induction process and carry out a post-return to work review to ensure a successful return for both parties.
- **Recruitment;** we will meet with you in order to gather relevant information, discuss and agree with you how to advertise the vacancy and source candidates, receive and sift all applications to select suitable candidates for first stage interviews, interview candidates selecting a short-list of candidates for second stage interviews. Includes all administration prior to second stage interviews.
- **Absence Management;** we will meet with you in order to gather relevant information. For short-term absences we will hold return to work interviews and complete necessary administration and if appropriate manage the formal absence management process for you. For long-term absences we will meet with the employee, complete all necessary administration (follow up letters etc.), refer to occupational health if appropriate, manage the return to work process or the formal capability dismissal process as required. Keeping you updated, every step of the way.

How Can We Help?

If you have any queries relating to any of the above or if you would like to discuss our new 'HR Plus' services then please don't hesitate to contact us at hradvice@hasslefreehr.co.uk