



Human Resources & Health and Safety



Do you employ staff?

January HR Jobs

Happy New Year! We wish you all the very best for 2015.

It is the start of a brand New Year, and 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 2015 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 2015 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 are 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. 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.
- 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 refresh knowledge and to ensure the successful transfer of that knowledge.

- 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