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Ready to hire your first employee?

Here's what you need to know

Hiring your first employee is a really exciting time for you and your business...but also a pretty scary time too?

There's a lot to think about and you might be nervous about getting it wrong.

That's why I've created a brand-new guide for you this month talking you through everything you need to know so that you can hire your first employee in total confidence.



Here's a preview of what this guide includes...

STEP 1:

How creating a people plan can help you decide if the cost of hiring your first employee is worth it

STEP 2:

What research you need to complete to create an great job advert

STEP 3:

The best way to review CVs and conduct interviews

STEP 4:

The right way to offer the position to the lucky candidate and how to let the others down

STEP 5:

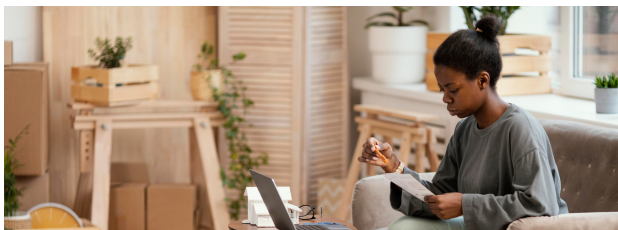
What legal stuff and HR documents you need to get organised before they start

STEP 6:

How to ensure your new employee gets off to the best possible start

To get your FREE copy of this guide, email me today.

LATEST NEWS



10% of business owners consider decreasing salaries for remote workers

1 in 10 employers have said they would decrease the salary of home workers, according to new research. This could be a big mistake though. Not only are remote and hybrid workers happier and more engaged in their roles, but, thanks to the cost of living crisis, it's not necessarily less expensive to work from home rather than commute. Electricity and heating bills mount up!

<https://hrnews.co.uk/one-in-ten-uk-business-leaders-consider-decreasing-salaries-of-employees-working-remotely/>

Employers should shout about their charity work

A new study has found that 70% of people think their employers should be more transparent about their charitable donations. Almost half of employees don't know what percentage of profits are donated to good causes, and 35% don't think their employer donates at all.

47% of people would be more inclined to want to work for a company that gives back in this way.

<https://hrnews.co.uk/employers-should-shout-louder-about-their-giving-to-attract-new-talent/>

The National Minimum Wage and National Living Wage increases from the 1st of the month. The rate for 16–17-year-olds has risen from £4.81 to £5.28, 18–20-year-olds from £6.83 to £7.49, and 21-22-year-olds from £9.18 to £10.18. The National Living Wage has increased from £9.50 to £10.42. Make sure you're paying your staff correctly!

Is it time to tackle stress in your business?

April is Stress Awareness Month. If your business is going to take part in any awareness month, this is one of the most relevant ones to so many of us.

That's because stress and work, unfortunately, go hand in hand. In fact (brace yourself for this scary stat), stress is responsible for 40% of all work-related sickness in the UK. Effectively, 4 in every 10 sick days is because of stress.

What does that look like for your business? Do you have a lot of stress going on? Are the causes easy to spot? And vitally, are your people confident enough to talk about the issues with you or a direct manager?

It's not only workload that can be the trigger to workplace stress, either. We spend a lot of our time at work, so it makes sense that many different factors can be the cause of our stress. It could be long hours, conflict with colleagues, tight deadlines... or something else. There are a lot of possibilities.

Whatever the cause, as a business owner you have a responsibility to look out for the good health and wellbeing of your team. That means identifying when your people are dealing with a lot of stress and dealing with both the cause and the resulting effects.

That means you should hold open and honest discussions about stress with everybody in your business, and make sure everyone knows what actions they should take if they feel their stress levels rising or becoming problematic.

Train your managers in stress awareness to make sure they're on the lookout for any signs that someone is struggling, and make sure everyone understands the possible solutions and support on offer.

Part of this year's official awareness campaign is a 30 day challenge, designed to help people create new healthy habits. It encourages us to pick one action each for our physical, mental and emotional wellbeing, to do each day. This could be making sure you're getting enough sleep, that you're including more healthy foods in your diet, or even socialising a little more.

Is this something you could promote in your workplace to help ease the impact of stress? If so, I'd love to hear how your 30 day challenge goes!

Frequently asked questions



Can I ask my employee to quit their second job?

If there's nothing in your contract of employment that specifies employees must not have a second job, no. If it does breach the contract though, it would be cause for disciplinary action.

An employee has raised a grievance, what do I do?

If it's a formal grievance received by letter, you must follow your grievance procedure, starting by holding a meeting within 5 days ideally. Then fully investigate and come to a decision on the matter, keeping your employee informed along the way. Ask for expert help if you're unsure - you need to stick to employment law.

Should I be conducting exit interviews?

It's not a necessity, but it could help you learn a lot. You may discover a problem you didn't know existed, and it gives you an opportunity to fix anything that may reduce staff turnover.

SUPPORTING NEURODIVERSITY

Neurodiversity can bring a number of benefits to the workplace including:

- higher levels of innovation
- creative thinking
- lateral thinking
- highly specialised skills
- analysing strategically.

As neurodivergence is recognised on a spectrum, the particular support or management that is needed by employees will vary from individual to individual.

As neurodivergent employees come under the Equality Act 2010, you have a legal duty to make reasonable adjustments to the workplace.

Examples of workplace adjustments that may be appropriate for reducing disadvantages faced by neurodivergent employees could include:

- providing clarity over tasks and deadlines



- amending work duties
- allowing flexible working hours
- providing a fixed desk in a hot-desking environment
- adjusting seating plans.

The best thing to do is:

- invite the employee to a meeting to discuss appropriate workplace adjustments
- introduce adjustments on a trial basis to ensure they are having the required effect
- proactively review adjustments regularly, ensuring the employee is part of the review
- make amendments to adjustments if they are no longer effective.

Budget 2023 - HR implications

Here are the three main HR issues:

Returnerships aimed at over 50s - A new apprenticeship scheme called "returnerships" will be introduced to encourage over 50s to return to work or retrain. These skills programmes will be shorter in length, more flexible and take into account past experiences. Whilst full details are still to be released, it is expected that employers will need to think about the contractual arrangements of those on returnerships, and how to be an inclusive workplace to those who wish to complete one.

Enhanced childcare funding - The government will extend the current childcare support it provides to working parents, to be introduced in stages. Working parents of 2-year-olds will get 15 hours of free childcare per week from April 2024, and parents of children from 9 months of age will get 15 hours free from September 2024.

From September 2025, all eligible under-5s will get 30 hours free childcare per week. This is expected to increase the number of working parents re-entering work after having a child, or allow them to increase their working hours. Employers can expect a wider talent pool when recruiting to fill vacancies, and it is also possible this measure will have an effect on the number of flexible working requests made. Parents who place their children in a nursery rather than using family for childcare may wish to change their working hours to fit nursery hours.

Support for disabled and sick people - The government plan to support those with long-term health conditions to find, return to, and stay in work. £400m funding will be available for those who left work due to their mental health or a musculoskeletal issue, for example, a bad back, and a new voluntary employment scheme called Universal Support will be launched to help disabled people find work.

It is likely there will be a greater emphasis on employers implementing reasonable adjustments during the recruitment process and during employment and ensuring their equality policies and practices are relevant and up to date.

When did you last review your mobile phone use policy?

The way we use our mobile phones today has changed significantly. No longer are they tools to make phone calls or send text messages. Instead, our whole lives are on them. We use them for shopping, staying organised, storing memories... the list goes on and on.



So, it stands to reason that your mobile phone use policy should look a little different to what it was 10 years ago. Even over the past two or three years, things have changed again - thanks to the pandemic.

If you haven't reviewed your policy in a while, take this as a cosmic sign that now is the time to do so. And if you don't even have a policy, think about getting one in place... now!

If you notice that an employee is spending too much time scrolling Facebook and not enough time doing their job, you'll want to take action. It has the potential to massively impact productivity in your business, and you're paying your employee to waste time. Aside from that, it sets a bad example to the rest of the team who may copy the behaviour, or develop a sense of resentment towards the colleague who isn't pulling their weight.

But if your policy is out of date - or non-existent - you're leaving your business on the backfoot and it will be much more difficult for you to stop the behaviour.

I've written a guide that talks about all of the considerations you need to make to create a fair, modern mobile phone use policy for your business. Please message me if you would like a free copy.



SOLVE IT



If you need expert HR advice please give
me a call

Let's find the right solution for you,
whether it is:

Pay as you go
Project work
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