

HR SOLVE IT

MONTHLY NEWSLETTER - JANUARY 2023

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HR Health Check for 2023

Get 2023 off on the right foot by ensuring you are compliant with HR legislation and good practice. When HR goes wrong it can be very costly and even more time-consuming to put right at that stage.

Complete the online HR healthcheck form

on my website. I'll then look at the results and contact you for a free no-obligation chat to talk through how HR Solve It can support you moving forward. Just pop over to my website and click on the HR Healthcheck tab - www.hrsolveit.co.uk.

F.A.Q - My employee is off sick with a fit note, can I contact them?



YES

It is understandable that you may be cautious about contacting staff on sick leave, but keeping in touch with absent staff is essential. However, there is a line between showing you care and badgering staff who are recuperating.

It is usual for sickness absence policies to state contact will be made during an absence to discuss recovery. Focusing solely on the return date may stress the employee, and encourage them to return sooner than they should.

The frequency of contact will depend on the nature of the illness and vulnerability of the employee, but some suggested

areas to discuss could include: progress, medication and whether there are reasonable adjustments that can be made to their job role which will allow them to return to work.

Make sure contact is sensitive and positive. Consider other contact methods such as calls, emails, or meetings at a neutral, relaxed location such as a cafe close to the employee's house.

Not contacting absent employees can lead to feelings of isolation and being out-of-touch, which could in turn make the absence worse and their return much more difficult to manage. If you need advice on managing a sickness absence case give me a call.

Need HR advice? Give me a call on 07739 793615

When do I need to give a new staff member a contract?

Your new employee should receive their statement of particulars by day one of their employment.



Do I need to check every employee's right to work in the UK?



Yes, you must check every potential employee's right to work by seeing their original passport, birth certificate or visa.

How much holidays do employee's get?

The statutory minimum is 28 days which includes the standard bank holidays. If you have part time workers this will be pro rated.



Blue Monday - January 16th



Blue Monday rolls around every year on the third Monday in January. The meaning of this day is filled with controversy because it is supposedly the saddest day of the year.

Many of us find ourselves looking out to cold, bleak days this time of year, looking at our post-Christmas credit card bills and realising we might already be breaking our new year's resolutions.

It can be difficult to spot individuals that are struggling with anxiety or depression, especially as more employees are working remotely and spending less physical time with each other.

Stress and mental health are among the biggest problems for employers and employees. It's the number one reason for absenteeism. That suggests that there's a lot more that we as employers should be doing to promote good mental health in the workplace.

But as a manager there are things you can do to better support your people and the good news is It doesn't have to be a great big expensive gesture.

1. Encourage a more open mental health culture by doing a stress and well-being check-in during regular catch-up meetings.
2. Regularly ask colleagues how they are doing; this could be enough to open up a dialogue about any challenges they're going through.
3. If your business has mental health support, make sure to remind all staff how to access it on a regular basis. These services can be very useful, but don't benefit anyone if employees don't know about them.
4. Make sure your team is taking regular breaks and taking their annual leave, whether they are going on holiday or not it is still important.

Business planning for 2023



2023 is going to be a tough year. We all need to have a business plan. I know this seems a ridiculous statement to make as you have probably already drawn it up. Whether your plan is to grow, stay the same size, or downsize you need to think about how this will impact your team.

You don't necessarily need a separate people plan but you do need to think about how the 'people stuff' will impact your overall plan.

What are your vision and values, how are you going to ensure your whole team knows about them and delivers them?

Have you considered how your values will drive your team's motivations and behaviours?

Have you considered your employer branding? Employer branding should encompass everything, from recruitment and onboarding new employees, to your company culture, and your values and beliefs. It will help you to attract, engage, and retain the very best people for your business. We all know, the people in your business are your biggest asset and key to success so your brand needs to be on point so you can attract and retain an excellent team.

The 'people stuff' will also consider your employee performance, productivity and effectiveness. All of this will impact your profitability.

Resource planning - the right people in the right place at the right time! This is the people equivalent to your financial forecast.

- When will the business require more people?

- How many?
- What type and skill set?
- Where will you find them and how will you recruit them?
- How long before you need them do you need to commence your recruitment activities to ensure they are in place, inducted, fully trained, and ready to go?
- Do you anticipate losing people over the period of a resource plan?

Development of your team:

- Do you have the right structures in place for operational efficiency?
- Does the structure and processes you have increase trust, motivation, and commitment in the workplace?
- Do you need to upskill your team?
- When does this need to be done and who will do it?

Downsizing

- Have you considered what the new structure will look like?
- Do you need to redesign roles?
- Is it a particular area that needs to reduce?
- How will you choose the redundancy criteria?
- Do you know your legal obligations for the consultation?

You also need to think about how you communicate and engage with your team.

Have you considered how reward and recognition will fit into your business plan or the health and well-being of your team whilst you are delivering your objectives?

To execute your business plan remember the **'people stuff'**.

Need HR advice? Give me a call on 07739 793615

Flexible working



Employees are to be given a greater say over when, where, and how they work under new plans announced by the Department for Business, Energy and Industrial Strategy (BEIS) to make flexible working the default option.

This could mean employees making use of job-sharing, flexitime and working compressed, annualised or staggered hours and should, the Department suggested, mean that businesses will benefit from higher productivity and staff retention.

Flexible working has, it pointed out, been found to help employees balance their work and home life, especially supporting those who have commitments or responsibilities such as caring for children or vulnerable people.

If an employer cannot accommodate a request to work flexibly, they will be required to discuss alternative options before they can reject the request. For example, if it is not possible to change an employee's working hours on all days, they could consider making the change for certain days instead.

The announcement comes alongside new laws coming into effect that will allow Britain's lowest paid workers to work more flexibly and boost their income through extra work.

Workers on contracts with a guaranteed weekly income on or below the Lower Earnings Limit of £123 a week will now be protected from exclusivity clauses being enforced against them, which restricted them from working for multiple employers.

Government commitment:

Following its response to the consultation on making flexible working the default option, the Government will:

- remove the 26-week qualifying period before employees can request flexible working, making it a day-one right;
- require employers to consult with their employees, as a means of exploring the available options, before rejecting a flexible working request;
- allow employees to make two flexible working requests in any 12-month period;
- require employers to respond to requests within two months, down from three; and
- remove the requirement for employees to set out how the effects of their flexible working request might be dealt with by their employer

Be open.....Be honest.....Be fair.

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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
Monthly retainers

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HR EXPERT FOR SME'S IN EAST KENT