

# PSsssst!

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## 5 things an expert HR consultant would tell you to do this year

### Taken from The Business Owner's 2024 HR checklist

January is a great time to reset, plan for the year ahead and take action. And in what is set to be another challenging year for business owners, it's essential for you to get the very best out of your team.

That's why we've created a 5-point checklist that includes the most top-level aspects of HR that we, as expert HR consultants, would tell you to look at this year.

#### 1. Make sure you're legally compliant

The quickest way to receive a costly employee claim is by not having the right paperwork in place. Luckily, it's one of the easiest things to fix which is why it's at number 1.

#### 2. Save costs using HR software

Managing employees takes time and this costs money. That's why you should be using HR software to reduce admin time and costs.

#### 3. Use audits and surveys to know what needs fixing

You need insights to help you make the best decisions for your business and that's what internal audits and surveys can provide.



#### 4. Keep employees happy

Employee happiness has a direct link to the productivity and profitability of your business. Happy team, happy business. Sad team, sad business.

#### 5. Work with an expert HR consultant to create your people plan

A people plan is exactly that – a plan on how you're going to manage and leverage your biggest asset to achieve your goals. 2024 is predicted to be a challenging year for business owners, which is why it's important to work with an expert to create a people plan.

**Need help getting the best out of your team this year? Let's have a chat.**

**LATEST NEWS**



**Untrained 'Accidental Managers' Drive 1 in 3 Workers to Quit**

People don't leave businesses, they leave people. And a recent survey by the Chartered Management Institute reveals that 'accidental managers' are causing a third of the workforce to resign due to inadequate training.

The report emphasises the need for businesses to provide promoted employees with management training to ensure they have the skills they need to manage teams correctly.

**Businesses aren't promoting remote working mothers**

Working Mums found that 43% of remote-working mothers feel overlooked for promotions and opportunities, and a further 29% of respondents don't feel fully included at their workplaces.

The research highlights the growing importance of flexible working, now the second most critical factor for working mums after pay. 73% desire flexibility in new jobs, and 52% have turned down offers lacking it.

Unfortunately, 84% of job hunters struggle to find flexible positions, with childcare costs and availability being barriers.

**80% of employees feel anxious attending online work meetings**

An alarming number of employees have said that they feel anxious about attending online work meetings, a new study has revealed. And, 59% of employees believe that the number of hours they spend in meetings each week could be reduced.

Meetings like this are the fastest way to demotivate your team, which is why it's important to look at how you communicate with your team.

**Employment Tribunal rules that menopause symptoms can amount to a disability. Here's what you need to know...**

**Although a natural part of life, the menopause can be horrible for women and can seriously affect their health and was something that they had to suffer with in silence.**

However, awareness of menopause has very much improved recently and a recent Employment Tribunal ruling means that menopause symptoms can amount to a disability, as defined by the Equality Act 2010.

As a business owner, this is really important to note.

**What should employers do to support employees with menopausal symptoms?**

**Communication**

To comply with the Equalities Act 2010, it is important for you to be aware of employees suffering from menopausal symptoms. For that reason, employees need to feel that they can talk to you about this.

**Reasonable adjustments**

To comply with the Equalities Act 2010, it is advised that you make reasonable adjustments to help employees manage their symptoms at work. This could include a comfortable working temperature, flexibility about working hours and managing workload.

**Training for line managers**

The details of the case included a line manager being aware of menopause symptoms but not citing this as a reason for a drop in performance.

It's important for managers to know how to handle employees who are suffering from menopause symptoms so that you can comply with the Equality Act 2021.

**Create a policy**

To ensure everyone in your company is on the same page, it's wise to create a menopause at work policy.



**This is something we can help you with.**

## Q&amp;A



### Can I refuse to let someone go home sick because we're short staffed?

If an employee is too ill to work, it is the employer's responsibility to allow them time off to recover and not put undue pressure on them to continue working. This means that refusing to let someone go home sick because you are short staffed could be a breach of your duty of care.

### Do I have to pay my employees to work overtime?

Employers do not have to pay workers for overtime. However, their average pay for the total hours they work must not fall below the National Minimum Wage. Employees only have to work overtime if it is included in their contract.

### Will the minimum wage increase in 2024?

Yes, National Minimum Wage (NMW), including the National Living Wage (NLW), rates are set to increase from 1st April 2024.

## Let's talk on the phone

### Here are three questions for you:

- Do you currently have a HR consultant?
- On a scale of 1 to 10, how happy are you with them?
- If the answer isn't "I'm so delighted I could print 1,000 flyers to spread the word about them", let's jump on a video call

You know just how important it is to get proactive, responsive HR support. That's what we do. And we're taking on new clients.



Set up a 15 minute exploratory call at [www.pshumanresources.co.uk](http://www.pshumanresources.co.uk)



**YOUR HR EXPERT:  
EMMA SHEPPARD**

