

JULY 2020

APEX HR MONTHLY NEWSLETTER

A warm welcome to Lyndsay Morris!

Exciting news – the team at Apex HR has grown. In June we gave Lyndsay Morris a big warm welcome to the team. We are delighted to be able to offer Lyndsay the opportunity to join us and add her skills to our own to benefit our whole client base and wider contacts. Here is Lyndsay in her own words: "I have recently joined Apex from an in-house HR position and I am excited to work with a variety of clients; the individuality and uniqueness of each business and its people is really something to be embraced and celebrated. I am passionate about putting the human back into HR, humanising workplaces and promoting people-centred cultures. I live on the Moors and enjoy long country walks with my partner and our new puppy, Winston, and I love socialising with friends and family when allowed!"



Bitesize HR - Possible Accrued Leave Pitfall

There is the possibility that your teams may have built up a fair bit of holiday during the pandemic. Imagine a few weeks from now and you are getting your business closer to being back to some sort of normality and all of a sudden you are inundated with requests for holiday left, right and centre. You are within your rights to have a conversation with your team member now and let them know that they are required to take holiday at a time that works for you and your business. You must give your team members twice as much notice as the time they are required to take off. We are now 7 months into 2020 and it has been anything but normal, so holiday and down time are probably more important than ever. Look after the team and your business and be proactive if holiday is not being used or taken. Remember you need to top furloughed staff up to 100% of their normal salary if they are taking holiday.

Recommended Resource of the month

We have a Youtube recommendation this month: Matt Gingell's Bitesized UK Employment Law. Matt's videos are super informative, short, to the point and amazingly understandable. We love them! Here is the link, if you feel like exploring, just type Matt Gingell Bitesize UK Employment Law into Youtube

Diary Date - Things to keep your eye out for

As far as we can see the British Firework Championships are still taking place in Plymouth 12th and 13th August. A great excuse to get out around our amazing city and enjoy some free entertainment.

Welcome furlough update for maternity, shared parental, adoption, paternity or paternal bereavement leave after 10 June

You can now furlough a team member who is returning from statutory parental leave after 10 June even if you are furloughing them for the first time.

Quick Checklist:

- You must have previously submitted a claim for another team member in relation to a furlough period of at least 3 consecutive weeks taking place any time between 1 March 2020 and 30 June.
- The person you want to furlough for the first time started maternity, shared parental, adoption, paternity and parental bereavement leave before 10 June and has returned from that leave after 10 June.
- The team member must have been on your PAYE payroll on or before 19 March 2020. This means an RTI submission notifying payment in respect of that team member to HMRC must have been made on or before 19 March 2020.

This means the maximum number of team members you can claim for in these circumstances, is the maximum you claimed for in any one claim before 30 June, plus any additional team members that you are furloughing for the first time due to them returning from parental leave. If you need any further support or guidance with this just give one of the team a call.

It feels great to be listened to - Kevin Miller.

Some of the best HR work can happen via an informal chat to just conversation over a coffee. It allows us to prevent problems escalating. It allows us to be clear about expectations. It allows us to coach, providing support and challenge so that things can improve. A relaxed and informal environment can help people to open up and share their thoughts and views honestly, with people feeling they really matter. Formal HR processes exist for a reason, but in my view we reach too quickly for formal procedures or the handbook at the first sign of trouble. Once we become locked in formal procedures, it leads to more stress for all concerned. In my experience, formal processes can make it more difficult to get to the heart of what needs to change. Clearly, depending on the severity of the issues a formal process can be what is required. It remains part of our HR toolkit and can help to promote fairness and consistency. I just question how much could be achieved and the improvement for our culture if we were prepared to create the space to listen to people without judgment. I think we'd get more situations back on track, achieve much better outcomes and avoid the need formal HR procedures at all. Listening does require some courage, how ready are you to listen?

Did you know you can find us on social media? You can find us on LinkedIn at Apex HR Ltd, Facebook at Apex HR. Also, you can find our website at <https://www.apexhr.co.uk/>

IF YOU HAVE ANY QUERIES OR QUESTIONS, OR NEED ANY SUPPORT WITH HR IN YOUR ORGANISATION, OR ANY DATA PROTECTION NEEDS, DO NOT HESITATE TO CONTACT US ON 07563 169060 OR KEVIN.MILLER@APEXHR.CO.UK, WE ARE ALWAYS HAPPY TO HAVE A CONVERSATION! THANK YOU FOR READING, THE APEX TEAM.