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SOLICITORS



## What if...

I want to ensure my business is prepared for the year ahead?



Simon Crack

Now is the perfect time to think about your New Year's resolutions for your business. To help you, Hethertons have put together some suggestions that you can make in addition to your personal ones!

### Resolution 1:

#### **I resolve to get my paperwork in order**

Up to date paperwork is vital to ensure the efficient running of your business. It also ensures you are complying with current laws and regulations. We recommend you consider:

- Are your contracts of employment in place, up to date and compliant with current regulations?
- Does your staff handbook need reviewing and updating?

Hethertons offer a free health check of your contracts, handbook and HR procedures. Why not take us up on our offer to see what you need to do to be ready for the year ahead.

### Resolution 2:

#### **I resolve to know more about what is happening**

Absence and performance reviews are crucial to monitoring your business efficiency. Identifying issues with employees early lets you plan and take effective steps to revolve the issues. Reviewing absence and performance levels on a regular basis will be a valuable tool for achieving lower absentee levels and higher staff performance.

### Resolution 3:

#### **I resolve to have the difficult discussions**

Managing staff can be challenging for any employer, acknowledge this and have the difficult discussions with your employees when you first identify concerns. Performance, behaviour and absence issues are more likely to be resolved if dealt with early and will make the process easier in the long-run and help to avoid any future disputes.

### Resolution 4:

#### **I resolve to be ready for changes**

Changes in employment law happen all the time. Brexit will bring many challenges in the employment arena. A key issue will be who will have a right to work for you. Right to Work checks must be carried out for all employees if you are to avoid the serious penalties for employing someone who is not allowed to work. Now is the time to look at what you do and ensure you have a clear process in place.

### Resolution 5:

#### **I resolve to get expert advice when I'm unsure**

If you need advice on your business's New Year Resolutions or any other employment issue please contact Hethertons Solicitors on 01904 528200 and speak to David Scott.

 #aNewShapeOfLawyer