



WELCOME TO OUR

June 2024 Newsletter

Hi, I'm Nicola,
Director and
founder at NCS HR
Solutions.

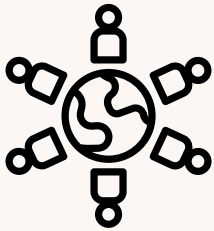


As your HR consultant, I'm bringing you a reminder of the latest updates, insights, and tips to help navigate the ever-evolving landscape of human resources. In this edition, we'll explore topics such as the importance of Diversity & Inclusion within your organisation and how we have helped our clients this month.

Our goal is to provide you with valuable resources and support to enhance your organisation's HR practices and drive success.

Thank you for entrusting us with your HR needs, and I hope you find this newsletter informative.

Diversity and Inclusion



THIS MONTH WE ARE
OFFERING A **FREE**
DIVERSITY & INCLUSION
REPORT



Why does Diversity and Inclusion matter?

Embracing diversity and inclusion within your organisation is key to driving innovation, enhancing decision-making, and improving employee engagement.

A diverse workforce attracts top talent and boosts your company's reputation.

It also provides valuable global perspectives, essential for expanding market reach.

Creating an inclusive environment leads to a more dynamic and successful organisation, ensuring you stay competitive and thrive in today's market.

What is included in the audit?

All you have to do is answer a few questions on your current policies and processes, you will then receive a document which highlights the parts you are doing well on and the areas where there is some room for improvement and tips on how to do this!

Tips include:

- ✦ capturing and processing diversity data, and how to act upon your analysis of this
- ✦ attracting diverse applicants from your job advert and content on your careers pages
- ✦ updating your interview process to minimise bias.

Please get in touch if you would like more information about the audit...

How have we given advice and provided guidance this month?

An employee wants to work from home more due to childcare responsibilities - what can an employer do?

Schedule a meeting with the employee to discuss their needs and concerns and understand what childcare they have in place currently.



Review the employee's job role to determine if it can be effectively performed from home.

Offer flexible working hours that allow the employee to balance work and childcare and trial a new working arrangement to see if you can make it a permanent change to their terms of employment.



My employee is not performing- what do I need to do?

Provide constructive feedback to the employee and implement a performance improvement plan. Develop clear performance expectations and offer support as their manager to help them meet those expectations. If there are no improvements to their performance, you may have to move to a formal process to manage it.



The workplace culture isn't positive- what steps can I take to address it?

As an external party we can support by gathering feedback from employees through surveys or one-on-one meetings to understand specific issues and concerns.

We can provide advice on what appropriate action you may need to take against any form of bullying, harassment, or toxic behaviour. Implement clear policies and ensure they are enforced consistently.

Facing similar HR challenges? Please get in touch if you would like to discuss further...

How have we supported our clients with our HR Services?

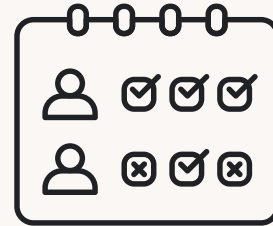
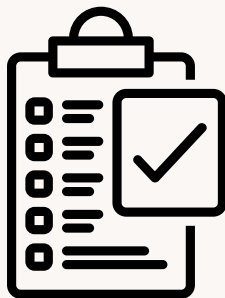
Implemented hireful's ATS (Applicant Tracking System - recruitment software).

This has helped to streamline their process, improve candidate application numbers, provided a centralised candidate and information database, reduced time spent on recruitment and hiring which has in turn, saved them money!



Reviewed an old handbook and policies and updated to reflect the new legalisation changes that were introduced in April 2024.

They were aware that the law had changed but wasn't sure where to start with making the updates. We reviewed their handbook, revised it to ensure that it was compliant and provided guidance to managers to update them on the new legislation.



Implemented BreatheHR (HR Software - holiday/absence management)

Prior to this, holiday was managed through email and a whiteboard which took up hours of management's time and often led to mistakes, now their process is automated, easily accessible to any member of staff and there is a reliable record of previous absence.



Support with Onboarding and off boarding.

Preparing offer letters, contracts and welcoming new starters to the organisation. Introducing HR systems and answering employment related questions in the induction process.

Carrying out leavers interviews to gain invaluable feedback to make improvements for future employees.

Facing similar HR challenges? Please get in touch if you would like to discuss further...