AUGUST 2026

NCS HR
HR SOLUTIONS

THE NCS HR UPDATE

PRACTICAL ADVICE AND SUPPORT FOR EMPLOYERS



Hello, I'm Nicola, Founder and HR Consultant at NCS HR Solutions.

It has been another busy month supporting businesses with their HR priorities, workplace challenges and plans for the months ahead.

Our recent work has included sexual harassment prevention training, management development, holiday and absence advice, employee relations support, policy reviews, HR audits and practical day-to-day guidance.

By preparing early, keeping training up to date and giving managers the right support, businesses can reduce risk and create safer, stronger workplaces.

We provide practical, straightforward HR support that gives business owners confidence and takes some of the pressure away.

Whether you need support with HR, workplace training, policies, HR audits or ongoing people management, we're here to help.

Nicola

Is managing HR admin taking up more of your time than expected?

Gold
breathe partner

Managing employee records, holidays, absence and documents can be time-consuming, particularly for small businesses relying on spreadsheets or paper-based processes.

Without a straightforward HR system, businesses can struggle to:

- Keep employee information organised
- Manage holiday and absence requests
- Store documents securely
- Monitor important dates and tasks
- Maintain accurate, consistent records

Breathe HR is a simple, secure HR system designed for small and growing businesses.

It brings your essential people information together in one place, helping to reduce administration and giving managers more time to focus on their teams and the business.

We're proud to be a Breathe Gold Partner because our clients love how simple and effective the system is. We can help you set up and implement Breathe HR, ensuring it works effectively for your organisation.

Get in touch for your free trial!

07817339452 | nicola@ncshr.co.uk | www.ncshr.co.uk

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Is Your Sexual Harassment Training Up to Date?

Preventing sexual harassment requires more than having a policy. Employers must take active steps to reduce the risk of it happening.

From October 2026, employers will be required to take all reasonable steps to prevent sexual harassment. They will also have an obligation not to permit harassment by third parties, including customers, clients and contractors.

Now is the time to consider:

- When employees and managers last received training
- Whether training reflects your workplace risks
- Whether employees know how to report concerns
- Whether managers can respond appropriately
- Whether policies, reporting procedures and risk assessments are up to date
- How you can demonstrate the preventative action taken

Regular refresher training keeps expectations clear and shows that prevention is taken seriously. Manager training is particularly important, helping managers recognise concerns, respond sensitively and follow the correct process.

We provide practical sexual harassment prevention training for employees and managers. We can also review your policies, reporting arrangements and workplace risks ahead of the October changes.

HR Help: What you need to know

How Often Should Employees and Managers Receive Sexual Harassment Training?

There is no set rule requiring annual training. However, employers must demonstrate that they have taken appropriate steps to prevent sexual harassment. Training should be refreshed when legislation or workplace risks change, new employees or managers join, or concerns have been raised. With the law tightening in October, now is a sensible time to update your team.

Manager training is particularly important, as managers need to recognise inappropriate behaviour, respond sensitively, follow the correct process and know when to seek HR support. Regular, relevant training helps reinforce expectations and shows that the business is taking its responsibilities seriously.

Can We Refuse an Employee's Holiday Request?

Employers can refuse a particular holiday request where there is a genuine business reason, such as insufficient cover or a particularly busy operational period. However, requests should be handled fairly and consistently. Employees must still be given a reasonable opportunity to take their statutory holiday entitlement during the relevant holiday year. Managers should therefore avoid repeatedly refusing requests without discussing suitable alternatives.

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