



Labour's first 100 days:

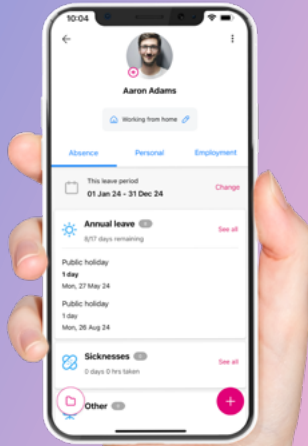
# An **HR** checklist for business owners





## The first 100 days of a Labour government will be crucial for business owners.

So, read on for an essential HR checklist to prepare your business for the 60+ promised employment law changes under a Labour government...



**Stay on top of the changes and set your business up for post-election success!**



### HR document & policy review

The Labour Party are set to make certain employment rights apply to all workers from day one. This means key HR documents will need some reviewing...

#### Check your business has:

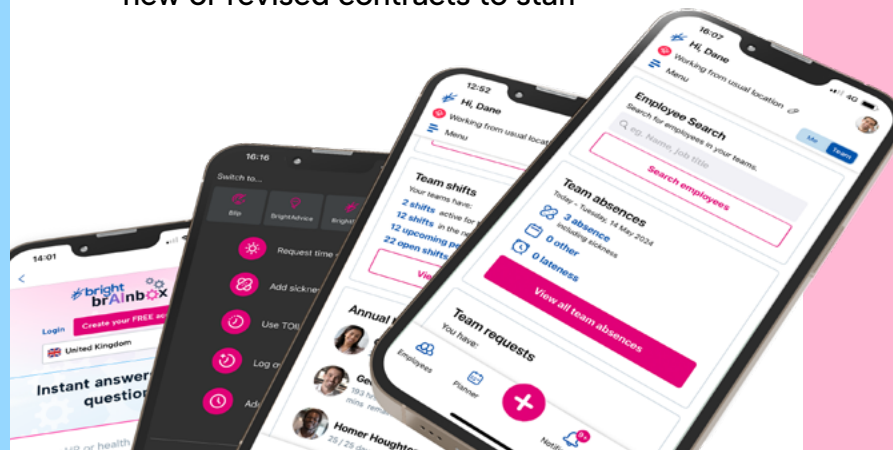
- ☐ Easily customisable parental leave policies
- ☐ Easily customisable parental bereavement policies
- ☐ Easily customisable flexible working policies
- ☐ Easily customisable contracts to add your employees' right to join a trade union
- ☐ Cloud-based document management system that allows you to organise and update your policies quickly when rules change
- ☐ Reliable policy and document advice from legally qualified experts

### Employee contracts

Labour is set to provide workers on zero-hour contracts, who have regular hours for 12 weeks or more, the right to a standard contract...

#### Check your business has:

- ☐ The right employment contracts per employee status
- ☐ Regular contracts that also apply to all zero-hours workers
- ☐ A cost-effective document acceptance/e-sign feature that allows you to send new or revised contracts to staff



### Employee hiring process

Labour plans to increase day-one rights for employees. With dismissals being more difficult for short-service employees, it will be important to review your recruitment process to make sure you hire the right candidate for the job.

#### Check your business has:

- ☐ Candidate management software so you can easily create job ads and stay on top of your applications
- ☐ A GDPR-compliant system to easily and effectively screen candidates
- ☐ A library of recruitment resources like offer letters, interview handbooks, a checklist for recruitment advertising, and clear job descriptions
- ☐ Training resources like e-learning courses on key interview skills for managers

### Employee rota management

Labour is also pushing for fair notice of shift changes and compensation for shift cancellations or loss of work.

#### Check your business has:

- ☐ Cloud-based rota management and scheduling software
- ☐ Rota management that accounts for and updates staff in real-time about last-minute shift changes
- ☐ Rota software applies to all industries and contract types

### Employee pay management

Lots of pay changes are on the horizon for your business. From suggestions to raise the National Minimum Wage to £10 to giving Statutory Sick Pay to all workers.

#### Check your business has:

- ☐ A compliant process to record and update employee pay information
- ☐ A system to easily update with new Statutory Sick Pay (SSP) rates that can be applied to all workers
- ☐ A system for easily updating to new National Minimum Wage rates
- ☐ A system that can be easily updated for new Parental Leave/Carers leave rates

### Employee absence management

With rules on leave likely to change, it's important to make sure you have a robust absence management system.

#### Check your business has:

- ☐ A robust system to manage all absence and leave types
- ☐ All the right leave and absence policies that apply to new laws
- ☐ Employment law advice on sensitive leave types like maternity and parental leave
- ☐ A system that allows proof of absence and doctors notes to be added to absence records
- ☐ A system that reports on employee absence type so you can keep a digital record





## Employment tribunal prevention

Labour plans to extend the time for tribunal claims and remove compensation caps on awards given out in employment disputes. They'll also be removing qualifying periods for basic employment rights like unfair dismissal, so employees who have a valid claim can claim for unfair dismissal from day one.

### Check your business has:

- ☐ Access to employment law advice for preventative support in an employment law crisis
- ☐ Optional insurance cover for unfair dismissal claims of up to £1 million
- ☐ Learning and development materials to train managers on how to manage the disciplinary process correctly
- ☐ HR advice logs to store all your legal advice on any topic including unfair dismissal

## HR manager training on the policy changes

When these changes land it's also important your manager training system supports managers through new investigations & disciplinary procedures, flexible working changes and more.

### Check your business has:

- ☐ Professional e-learning courses to upskill your managers on essential topics
- ☐ The right legal support and advice to offer your managers so they get new processes right from day one
- ☐ A resource library to support your managers with guides and policy templates

## Report on ethnicity and disability gap

Labour plan to act to close gender, disability and ethnicity pay gaps, introduce mandatory publication of ethnicity pay gap for all firms with more than 250 staff, raise awareness of neurodiversity, and review workplace provisions for stress

### Check your business has:

- ☐ Equality, Diversity & Inclusion e-learning training
- ☐ Training on any measures you need to introduce to support neurodiverse employees
- ☐ Workplace stress risk assessments and policies
- ☐ Employee access to mental health and wellbeing support and resources
- ☐ Reporting software

## Menopause

Labour plan to introduce a policy requiring firms with 250+ employees to have Menopause Action Plans in place. Women going through the menopause could also be offered paid time off under Labour's plans.

### Check your business has:

- ☐ An up-to-date Menopause policy
- ☐ An effective leave and absence system to allow employees to easily book PTO
- ☐ Allowance for doctor's or fit notes to support the leave type they request
- ☐ An efficient rota system to find cover if you need to

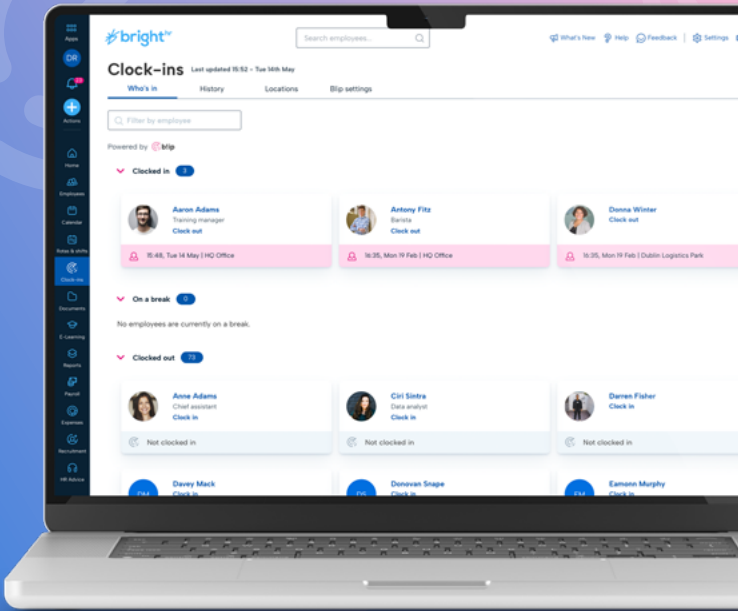


## Flexible Working

Labour is set to grant employees the right to request flexible working arrangements from the first day of employment.

### Check your business has:

- ☐ E-learning courses on how to handle flexible working requests effectively
- ☐ Flexible working policies and templates like a flexible working request form or a compromise arrangement flexible working sample letter
- ☐ An up-to-date working from home policy
- ☐ An efficient employee time-keeping system or app



# Effortlessly navigate Labour's first 100 days with BrightHR!



Stay ahead with BrightHR, and prepare now so that when laws change, you have all the software, advice and support you need to update your policies, practices, and processes quickly.

- **Future-proof your business** with 300+ HR documents and templates including expertly written policies on flexible working, menopause, parental leave, parental leave request rules, diversity, equality & inclusion, and parental bereavement leave.
- **Get better peace of mind on changing laws** with expert 24/7 professional employment law advice so you can

update your policies fast when rules change and make sure you're paying employees the right pay rate, keeping you safe from fines and costly claims

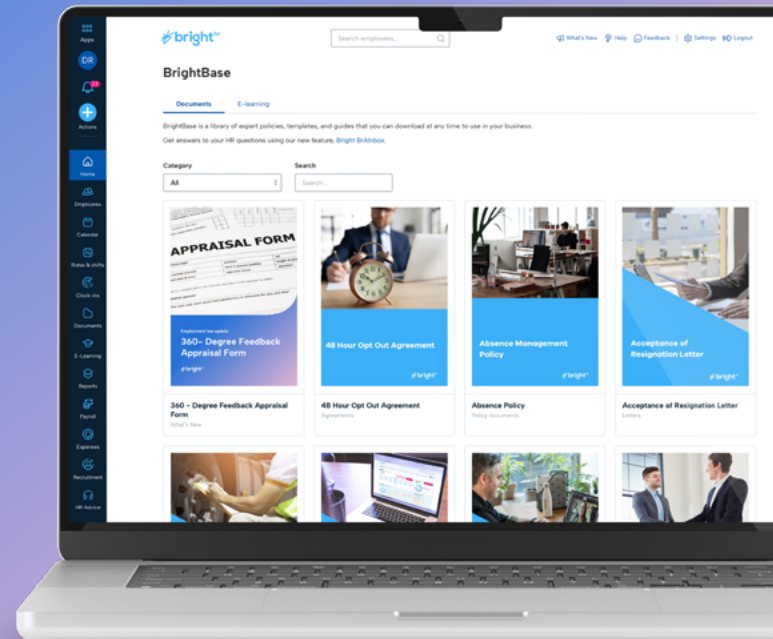
- **Master any type of leave** with BrightHR's award-winning shift & rota scheduling and absence software. So, you can plan shifts and schedules around any working pattern
- **Train and upskill your managers** with a range of e-learning courses specifically for managers on topics like handling investigations and disciplinarys, effectively communicating changes and more.



For the latest and most up-to-date advice, it's always best to speak to legal experts, like our expert employment law advice line, BrightAdvice.

Learn more by booking a demo today:

**Book a demo**



\*All suggested changes in this document have been based on Labour's current employment law manifesto.