

Free Manager's Checklist



HR Made Simple

Manager's Desk Checklist

10 Questions Every Manager Should Be Asking

Helping businesses stay ahead of today's and tomorrow's employment law changes.

Traffic Light Check

☐ Yes = You're on track ☐ Not Sure = Review it ☐ No = Action needed

Question	Yes	Not Sure	No
Have I addressed this issue early enough?	☐	☐	☐
If this employee had less than six months' service, would I be comfortable with how I've managed this situation?	☐	☐	☐
Have I documented expectations, conversations and decisions?	☐	☐	☐
Have I asked, "What can we do to help you succeed?"	☐	☐	☐
Could discrimination or reasonable adjustments apply?	☐	☐	☐
Would I feel confident explaining this decision at an Employment Tribunal?	☐	☐	☐
Am I creating a workplace where people feel safe to speak up?	☐	☐	☐
Have I genuinely considered flexible working?	☐	☐	☐
Am I confident having difficult conversations?	☐	☐	☐
Are we preparing for the next 12 months, not reacting to them?	☐	☐	☐

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Top 5 Employment Law Changes Manager Should Know - Is your organisation ready?

Employment law is changing significantly over the next 12–18 months. Managers will play a crucial role in ensuring businesses remain compliant and continue to support their people effectively.

1. Unfair Dismissal Protection Starts Earlier

What's changing?

The qualifying period for unfair dismissal is expected to reduce from **two years to six months** from **1 January 2027**. Employers will also face increased financial exposure due to changes to compensation rules.

2. Statutory Sick Pay (SSP) Has Changed

What's changing?

Employees now qualify for Statutory Sick Pay from **day one of sickness**, with the previous three-day waiting period removed. The lower earnings threshold has also been removed, meaning more employees qualify.

3. Day-One Family Leave Rights

What's changing?

Employees now have **day-one eligibility** for paternity leave and unpaid parental leave, removing previous service requirements.

4. Greater Focus on Preventing Harassment

Employers are expected to take **all** necessary & proactive steps to prevent workplace harassment rather than simply reacting to complaints. This means creating respectful cultures, training managers and acting quickly when concerns are raised.

5. Stronger Enforcement Means Better Record Keeping

The new **Fair Work Agency** will have increased powers to enforce employment rights. Recent changes also require employers to maintain adequate records in areas such as holiday entitlement and pay, with stronger enforcement expected.

Five Questions Every Manager Should Ask Themselves

- ☐ Have I acted fairly?
- ☐ Have I followed company policy?
- ☐ Have I documented everything?
- ☐ Have I considered any reasonable adjustments?
- ☐ Would I be comfortable explaining this decision at an Employment Tribunal?

What should Manager do in these circumstances?

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