

HR Newsletter



Inside this edition

Latest news

Is it TIME to set up your own in-house HR department? Here's how to do it...

20% of neurodivergent workers have experienced workplace discrimination

There are 4 types of company culture. Which does your company have and does it need to change?

Is it time to set up your own in-house HR department? Here's how to do it...

It's time for your own in-house HR department. This is really exciting because it means your business is ready to take its next BIG step in your growth journey.

Let's be clear though, you're not doing this to save money. Hiring your own HR department can be one of the costliest ways to get the HR support you need.

Instead, your company has decided to make a strategic investment in your people and future. And by creating a happier, more productive workforce, you'll see increased turnover and profits as a result.



This is about the return on your investment.

However, hiring your own HR department is no easy task. Especially when you don't know what makes a great HR professional.

That's why we're here to offer our expertise to bridge the gap and to take away the stress of this task, if this is something you've been thinking about.

Here is our process and the steps we'd take to help you:

Step 1: Goal setting

Before you hire your team, you need to be clear on what your company goals are, what your new HR team looks like and what your expectations of them are.

Step 2: Create a People Plan and Roadmap

A People Plan is an extension of a Business Plan – it's an important, strategic document that outlines the management and development of your HR and people.

Step 3: Hiring

Once we know what type of team and people we're looking for, we can then go ahead and start to recruit for the position. We'll take care of everything for you: the job ad, initial screenings and interviews.

Step 4: Onboarding

The goal of onboarding is to get your new HR team to the point where they can run the show and start working on projects to achieve key objectives.

Step 5: Training and development

Throughout the hiring and onboarding process, we'll keep a close eye on your new team to highlight any training and development opportunities that may be beneficial.

Step 6: Handing over

Once your team is ready to take over, we'll agree on a phased transition process to ensure there aren't any disruptions to current operations and projects.

Step 7: Ongoing support

As your new team settles in, you may have some questions or concerns. Equally, they may have some questions and concerns too. That's why we're here, on call, to bridge the gap and to iron anything out that may need addressing.

For a more in-depth look at how an HR consultant can help you create your own in-house HR department, visit our website to see our latest guide.

LATEST NEWS

20% of neurodivergent workers have experienced workplace discrimination

A report by the CIPD has found that a fifth of employees with neurodivergent conditions are facing a difficult working environment. In the US, the unemployment rate for autistic people is as high as 85%. In the UK, 50% of managers said in a survey that they would not hire neurodivergent candidates.

Let's back up a bit. HRDive says "According to Eagle Hill, the term "neurodiversity" provides a framework for recognizing that some people's brain functions and behavioral traits are different — not deficient. Neurodiversity can include autism spectrum, attention deficit hyperactivity disorder, Tourette syndrome, dyslexia, dyspraxia and dyscalculia." Also it is "fairly common: 1 in 5 U.S. adults is neurodivergent, according to consultancy firm [Deloitte](#)." But only 14% of managers said that training on managing neurodivergent employees is offered at their job.

What does this lead to? An Alludo survey says that about half of [neurodivergent workers said they want to quit](#) their jobs. It is clear that when companies create their IDEA policies and interventions, they need to focus on teaching their employees about neurodivergence. As luck would have it, you have access to a neurodivergent HR consultant to help you make that happen!

How does your business approach the topic of menopause?

You may want to take note of a recent example of what not to do from Avanti West Coast over in the UK. The train company's employee support group handed out a staff gift bag containing such delights as a pencil "to write down things you might forget", a paperclip "to help you keep it all together", a tissue for "if you're feeling a bit emotional" and a jelly baby "in case you feel like biting someone's head off."

The gift bag was intended to help support employee conversations about menopause, but the union representatives have described it as demeaning and insulting. I have to say that for once, I agree with the union.

This raises the fact that all businesses need to include menopause in their diversity, equality, and inclusion policies - and make sure they are doing it right.

There are 4 types of company culture. Which does your company have and does it need to change?

A strong company culture is crucial when it comes to a successful business. BUT, you may have the wrong culture for your business...

The Competing Values Framework is a tool first used in the 1980s; it outlines four types of company culture:

Clan culture

A clan culture is exactly what it sounds like. Employees are more like a family. Everyone gets along and maintaining that strong company culture is a high priority.

A clan culture is common among start-ups and employees are given the freedom to work in a tranquil and collaborative environment.

The risk of adopting a clan culture is the potential for the work/fun balance to tip too far towards fun. This can open the door to liabilities and employees could become disengaged from their work given too much freedom.

Adhocracy culture

This type of culture is all about flexibility and innovation; it's often found in modern tech companies. A business with an adhocracy culture is always developing new products and ideas, with a creative and energetic environment.

A potential downfall of an adhocracy culture is that things can begin to feel chaotic and employees may not have clearly defined roles.

Market culture

A market culture is performance-oriented and results-driven with high performance goals for everyone. The main focus is on profit and market share, with less consideration of community and collaboration.

The downfall of a market culture is the risk of burnout when employees are constantly pushed to achieve bigger, better things all the time. There can also be conflict between competing employees and the risk of dishonesty in order to appear successful.

Hierarchy culture

This is the most traditional type of culture in a business and is centered around a clear hierarchical structure. There are clear processes and procedures to keep everything running smoothly. There are often strict rules and close supervision of employees, with several layers of management.

So, which type of company culture do you think your business has?

If you're wondering about the culture in your business, it's a good idea to work with an HR consultant to survey your team. Once you have answers, you can consider whether you want to change the culture of your business.

Q&A



My employee has been using AI to complete their work - what can I do?

First, find out what actually happened. Conduct an investigation then check your employment policies to see what is said about employees carrying out their duties. Your policy may have been violated, along with your trust, if your employee has used AI to do their job for them. There is a risk of copyright infringement and, depending on your area of business, there could also be a Data Protection issue here. Treat this as a disciplinary issue and also as a chance to ensure your policies are up to date when it comes to using AI tools.

Do I have to agree to a sabbatical request?

The short answer here is no. There are no actual laws around employees taking a career break - it's an agreement between you and them. Employees do have the right to request flexible working and they may use this to request a sabbatical. If you're worried about this, it may be worth creating a formal policy covering sabbaticals.

Can I refuse time off for medical appointments if we're short-staffed?

You are not legally required to allow time off work for medical appointments. However, as an employer you do have a "duty of care" to your employees, meaning that you must take reasonable steps to ensure their health, safety and well-being while at work.

Before you say no, double-check the employee's offer letter and your company policies as this may be something that was agreed previously.

Let's talk on the phone

Here are three questions for you:

- Do you currently have an HR consultant?
- On a scale of 1 to 10, how happy are you with them?
- If the answer isn't "I'm so delighted I could print 1,000 flyers to spread the word about them", let's jump on a video call

You know just how important it is to get proactive, responsive HR support. That's what we do. And we're taking on new clients.



Set up a 15-minute call at <https://links.searscoaching.com/15min>



YOUR HR EXPERTS