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| A red circle with black text  AI-generated content may be incorrect. | LBJ Consultants  **May 2025 Newsletter** | | | | | | | | A yellow circle with blue text and a ribbon  AI-generated content may be incorrect. |
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| Contact LBJ Consultants  Our Team  **-------------------------**  **Billy Muir 07375 097443**  **e mail** [**billy@lbjconsultants.co.uk**](mailto:billy@lbjconsultants.co.uk)  **-------------------------**  **Nicola McCulloch 07375 097442**  **e mail nicola@lbjconsultants.co.uk**  **-------------------------**  **Terry Stirton 07984 568523**  **e mail** [**enquiries@lbjconsultants.co.uk**](mailto:enquiries@lbjconsultants.co.uk)  **Our monthly service contracts are**  A black background with white text  Description automatically generated  A symbol of a certificate  Description automatically generated  A gold badge with a check mark  Description automatically generated  **On a rolling**  **A red stamp with white text  Description automatically generated** | |  | | Person walking away on zebra crossing | | | | | | |
|  | | Picture Caption: To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. | | | | | | |
| **Medical Questionnaires under the UK GDPR and DPA 2018**.  Are you currently doing new starter medical questionnaires internally? If so, please keep reading! At the end of August 2023, the ICO introduced some new guidance to help employers understand their data protection obligations under the UK GDPR and DPA 2018, when handling the health information of the people who work for them. You can find this guidance [here](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/employment/information-about-workers-health/). | | | | | | |
| The guidance recognises that whilst it may be necessary in certain circumstances for an employer to collect health information, it’s intrusive and sub-optimal, so should be kept to a minimum.   Instead, medical professionals (typically from occupational health companies) should be gathering the medical information and assessing it, to provide non-clinical advice to an employer, that remains fit for purpose and less intrusive, particularly when providing advice around fitness for work. | | | | The guidance specifically cites the example of using new starter health questionnaires. It is good practice to design health questionnaires. This also means the questionnaires should be interpreted by those who are qualified to draw meaningful conclusions from the information supplied by the worker.”  Our [pre-placement screening assessment](mailto:enquiries@lbjconsultants.co.uk?subject=CAll%20to%20arrange%20an%20appopintment) can ensure you’re remaining legally compliant and you’re not responsible for storing an individual’s medical data. Most of all, as a non-clinician you aren’t having to use clinical information to make decisions or asking employees to reveal potentially sensitive information to you. | | |
| **We also offer other services on a**  A colorful text with leaves  Description automatically generated | |
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| **LBJ Consultants**  **Employee Protection Scheme.**  Covers all employment tribunal, settlement and legal costs up to £50,000 for a monthly subscription. | | | **LBJ Consultants**  **Employee Surveys.**  We can offer our clients employee surveys that will identify all issues that employees may have | | | | **LBJ Consultants**  **HR Management System.**  Our HR management System will allow you to record and manage holidays, sick leave, performance management, documentation, pay and allow you to message employees. | | | |
| The charges are based on the number of employees. Can be as little as £2.00 per month per employee | | | **Call us on 07375 097443 to discuss these services.** | | | | **E-mail us on enquiries@lbjconsultants.co.uk to discuss these services.** | | | |
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| May 25 | Updates | | | | | May 25 |
| Grievance Procedures.  Over the past few months’, we have noticed that some clients are having to deal with more grievances being raised. So we have listed some tips below. | | | | | | |
| **The Acas Code and the law.**  You must follow a full and fair procedure in line with the Acas Code for any discipline or grievance case. The procedure you’ve followed will be considered if the case reaches an employment tribunal.  Regardless of the size of your business or organisation, all employers should follow a full and fair grievance procedure as set out in this guide. They should:   * make clear they’ll deal with grievances fairly and consistently | | * investigate to get as much information as possible * allow the employee to bring a relevant person to a grievance meeting * give everyone a chance to have their say before deciding * take actions and make decisions as soon as they can * allow the employee to appeal against the grievance outcome   The procedure can be adjusted depending on size. For example, a manager of a small business with one or 2 employees might need to manage the grievance procedure on their own. | | | The employee should always:   * raise the grievance as soon as they can * take any actions expected of them as soon as they can   **If there are related grievances**  If there are 2 or more related grievances, the employer should:   * still follow the formal procedure, for all the grievances * keep information confidential * consider what each employee wants * explain to the employees how it is dealing with the grievances | |
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| Hands protecting a couple of coins  AI-generated content may be incorrect. | | | | | **Organisational Costs**  Indirect costs of absence. These include:   * the time taken for a replacement to learn the new role and become productive * possible diminished services and product quality * loss of business, continuity and reputation * recruiting temporary or replacement staff * training and providing support to other staff.   A person standing next to a gears  Description automatically generated  The sooner you take positive action to reduce absence, the sooner your sick employee can return to work successfully and get on with helping you build your business.  **Impact of Absence**  **Management Time**  Mangers can spend an excessive amount of time dealing with absenteeism.   * **Sick Pay.** * **Quality & Productivity.** * **Staff Morale**. | |
| **Cost of Absence to business.** | | | | |
| A new report shows that workplace absence is costing the UK economy £18bn in lost productivity. This is part of an increasing trend that has seen workplace absence increase year-on-year since 2011 – having previously been on a downward trend since 1993. As a result, the report predicts that the cost of absence will increase to £21bn in 2020 and increase to £26bn in 2030.  Major contributors to the increased levels of absence in the UK are -   * the rise in mental health issues, which have increased by 71.9% since 2011. * an ageing workforce * the attitudes of Millennials towards work. This age group value independence and flexibility, sometimes over and above salary and job security.   The company faced not only legal costs but also reputational damage and the loss of an experienced employee they could have supported instead. | | | | |
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| May 25 | **The Worker Protection (Amendment of Equality Act) Act** | | | | | May 25 |
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| [**We can offer an on site training course to help you protect your business.**](mailto:enquiries@lbjconsultants.co.uk?subject=call%20us%20to%20arrange%20an%20appointment.)  A sign on a door  Description automatically generated | | 1. **Review and Update of Anti-Harassment Policies.** 2. **Employee Training and Awareness.** 3. **Implementing Confidential Reporting Mechanisms.**   **What is sexual harassment?**  Sexual harassment is unwanted conduct of a sexual nature, in a workplace, or other professional or social situation, involving the making of unwanted sexual advances or obscene remarks.  It has the purpose or effect of violating the dignity of a worker, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them  Sexual harassment is unlawful under the Equality Act 2010.  **Third-party harassment**  The EHRC guidance on sexual harassment includes multiple references to the duty to protect employees from harassment by third parties. | | | Indeed, ‘dealing with third party harassment’ is one of the 8 steps in the Equality and Human Rights Commission’s ‘Eight-step guide for employers on preventing sexual harassment at work’.  The duty in s40A of the Equality Act 2010 is clear: “An employer (A) must take reasonable steps to prevent sexual harassment of employees of A in the course of their employment.” This harassment could be carried out by a colleague, but it could equally be carried out by a third party (for example, a customer or client).  There are three areas that need to be addressed into three areas an **employer needs to take to prevent harassment in the workplace.**   1. Policy. 2. Training and 3. Culture.   **Action for Small Businesses:**  LBJ Consultants can support your business in implementing policies, training staff, and documenting all anti-harassment efforts to help comply with the new regulations and minimise legal risks. | | |
| **We can provide Business Insurance to protect against Emloyment Tribunal claims.** | |
| The **Worker Protection (Amendment of Equality Act) Act 2023** introduces critical  amendments to the **Equality Act 2010** aimed at strengthening protections against sexual harassment in the workplace. This legislation places new obligations on employers, including small businesses, to prevent workplace harassment.   1. **Introduction of a Duty to Prevent Sexual Harassment.** 2. **Third-Party Harassment Liability.** 3. **Introduction of Fines and Enforcement Measures.** | |
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| **What is performance management?**  Performance management describes the arrangements that employers use to maintain and improve the performance of their workforce so that the organisation achieves its goals.  Most performance management arrangements involve:   * employees being set performance measurements * meetings between a manager and each member of staff to discuss their performance * assessing employees against their performance measures * a record of performance being kept.   How this is done can vary widely, depending upon the needs of the organisation. **Recognise your aims may change**The workplace is constantly changing and so over time the aims of your performance management arrangements may change too. This might be because of:   * internal pressures - such as staff changes, skills shortages and changes in business priorities * external pressures - such as economic environment, customer demand and changing technology.   Where the aims of the organisation do change, you should review your existing systems to consider if further action is required. Think about your organization - The arrangements that work best for you depend upon the needs of your organisation. An engineering company will probably want to do things a little differently than an NHS Trust, for example. So, it's worth spending some time thinking about **What's more important: what we do or how we do it?**  A production line environment may place more emphasis on their workers outputs, while a customer facing business, such as retail, may consider the way things are done to be equally important.  **It has never been more important for SMEs to have employment Law advice and support.** | | | | | | | |
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| May 25 | | Updated Tribunal Awards 2025 | | | | | | May 25 | |
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| While awards from Employment Tribunals are significant – and, in many cases, increasing – compensation represents just one aspect of the costs associated with claims. Employers also incur legal fees and other expenses in defending against these claims, which can accumulate quickly. | | | | | | | | | |
| A red book with gold text  Description automatically generated | We now offer a full Health & Safety support service with fully qualified Health & Safety Consultant partner.  Call us on 07375 097443 or e-mail [enquiries@lbjconsultants.co.uk](mailto:enquiries@lbjconsultants.co.uk) for more details. | | | | LBJ Consultants  A blue seal with white text  Description automatically generated  People for Business - Business for People | | | | |
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