

## *This Week in Employment Law*

### **In The Know - Staff Want Managers to Place More Focus on Catch-Up Meetings**

**Arranging regular meetings with staff can be a great way to provide constructive feedback and encourage personal development. However, a recent survey by 'Appraised' has found that staff would like managers to alter their approach to make the most of these opportunities:**

- 24% of respondents want their managers to prepare for meetings more effectively and it will be important not to simply dismiss regular meetings as box ticking exercises.
- Although it may appear time consuming, setting enough time aside to plan appropriately will help meetings be more effective in the long run.
- Managers should try to take a balanced approach if possible, especially when discussing an individual's performance.
- Any areas of strength and weakness should be clearly identified as well as offering appropriate support if necessary.
- Accurate note taking is also strongly advised and staff should be given an opportunity to express their own opinions.
- 26% of employees felt managers needed to do more to follow up issues raised after the meeting and employers have a duty to act if staff report concerns over discrimination or harassment.
- Finally, agreeing on clear action points to be addressed after the meeting will help encourage personal development and ensure any underlying problems are resolved effectively.

#### **Top football clubs urged to offer staff real Living Wage**

The charity Citizens UK have called on Premier League Clubs to increase the salaries on offer to non-playing staff, such as cleaners, caterers and security guards, as estimates suggest 42% of those who work at England's top football clubs are paid below the real Living Wage.

##### **Did you know?**

The real Living Wage is a voluntary rate that is recommended by the Living Wage Foundation as being appropriate for the 'cost of living'. This is currently £10.55 per hour in London and £9.00 per hour across the rest of the UK. Although it is not compulsory, offering this could be a great way to recruit and retain staff.

#### **More time off could increase worker productivity**

New Economics Foundation has suggested that allowing staff more time off work could actually help increase the UK's overall productivity by improving the standard of living and giving individuals more time away from work to spend their disposable income.

##### **Did you know?**

Taking time off work is important in preventing burnout and staff are entitled to a minimum of 5.6 weeks' paid holiday per year. Employers are not obliged to offer any more, however, unreasonably preventing staff from taking this leave would be a refusal of a statutory right.

#### **Number of job applicants continues to fall overall**

A recent study by the Chartered Institute of Personnel and Development (CIPD) has revealed that the average number of people applying for job vacancies continues to fall, highlighting the difficulties employers currently face in finding suitable staff.

##### **Did you know?**

The median number of people applying for low-skilled roles in particular decreased from 24 in 2017 to just 16 in 2019. This trend is predicted to continue with Brexit reducing the number of EU nationals looking for work, therefore employers should think outside the box to stand out in today's job market.

Although it can often be difficult for employers to find the time and resources required, placing a greater emphasis on employee catch-ups is likely to pay dividends for an organisation by helping foster a more positive culture. Therefore, if you are looking to arrange more effective meetings in the future give our expert 24 Hour Advisory Service a call.

Please contact the 24 Hour Advice Service for advice on your specific situation before acting on the information in this publication.