

# Workforce fit checklist

A myriad of employment and HR issues to consider...

## Re-emergence plans - transition to a 'new normal'

- Ending furlough arrangements
- Contractual documents – flexibility to adapt to reverse lock-down
- Resource requirements - reorganisations, redundancies
- Place of work – return to office, homeworking, phased plan
- Temporary arrangements or permanent contractual variations
- Health and safety assessments
- Covid testing considerations

## Policies and procedures for the 'new normal'

- Agile working, home-working and flexible working
- Data security
- Managing conduct, performance and attendance
- Conduct outside of the workplace
- Working time
- Line management/ supervisor requirements
- Recruitment and on-boarding
- Client/customer contact, entertainment
- Coronavirus symptom response procedures
- Holidays, quarantine policies

## HR risks and issues arising from lock-down period and following re-emergence

- Multiple flexible working requests
- Reluctant commuters/ office-goers
- Contractual variations
- Sickness absence levels
- Furlough/remote-working related grievances
- Pay and bonus related grievances
- Whistle-blowing
- Mental health
- Remote working from overseas
- Defending ET claims

## Ensuring your people remain safe, healthy, productive and engaged

- A disengaged remote workforce
- Employee engagement levels are directly linked to their leaders' behaviour – are your leaders performing as needed
- Difficult performance management conversations
- Leaders stuck in operational mode
- Leaders that are not confident in leading remotely
- Teams that struggle to collaborate effectively remotely
- Leaders unsure of their areas for development

## Get in touch

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