

Workforce Planning Checklist

The next few weeks and months are crucial for you, as businesses make a comeback and capitalise on the summer months. Here is a handy checklist to help you conduct some workforce planning:

- **In what order do you need employees to return?** Stagger the workforce and work out how you will transition from home working to business premises
- **Bring back staff from furlough-** on same terms or altered terms and conditions e.g. pay or hours may need to reduce
- **Make sure contract variation letters or new contracts are given to staff** to reflect any changes
- Check **payroll** is updated to reflect new hours, pay, salary sacrifice arrangements and pension contributions
- **Check holiday entitlements** and ask staff to take holidays during furlough where possible to avoid a sudden rush
- **How will you respond to those who don't want to return to work** if they are shielding, self-isolating, have childcare commitments or concerns for their safety
- **Have staff suffered bereavement** or family illness while on furlough and need continued time off?
- **How will you manage mental health needs?** These issues have risen during lockdown and for some it will require a carefully managed and phased return with reasonable adjustments put in place
- **What are your staffing needs going forwards?** Redundancies need to be undertaken with proper advice on processes to include consultation, fair selection, non-discriminatory and objective approach and considering all alternatives. This will avoid expensive employment tribunal claims
- **Don't forget the contract changes which came into force on 6 April.** For employees returning to work and for new starters you need to ensure you have these covered. You can read more [here](#).

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