

Professional Reference

- Only the HR Manager & HR officer is allowed to give a professional reference
- We reference all our ex-employees, which will be an authentic reflection of why they left the job
- If the staff left on dismissal we send an email with the start date, end date, and the position to the reference request
- Professional reference requests should be responded to within five working days.
- In the HR manager's / HR officer's absence, the person covering her absence can give professional references, maintain all copies of references given and hand over the details to the HR Manager

Monthly Performance Management - Goals to Measure

PM identifies, measures, manages, and develops the employee's performance

- Performance on job requirements (Skills and job expertise knowledge)
- Relationship with peer groups (attitude and behaviour)
- Management/Leadership / Teamwork
- Learning ability / Innovation (best practices)
- Attendance and time management

12th of every month, produce the 12 staff list

- On the 10th of every month get the PAYE list from finance.
- Please check the staff name against the PAYE before you create the list
- Only the working staff name should be on the list
- People Planner should not have any excess names away from the list
- List 12: Update the People planner as closed and reopen it when the staff wish to resume work.

HR Policy



- List 1: Skilled Worker staff
- List 2: Migrant staff list, their working hours limitation, and Visa expiry date
- List 3: UK Office staff
- List 4: Personal Care staff list
 - Redbridge
 - Newham
 - Walthamforest
 - Complex Care
 - Learning Disability
- List 5: Walthamforest mental health schemes
- List 6: Cardamon Court
- List 7: Hedgerow Court
- List 8: Alcazar Court
- List 9: Skinners Court
- List 10: Hare Hill
- List 11: UCC staff
- List 12: Staff on short break or hold (one list)