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employment law solutions

# Managing your people Survive and Thrive

Presented by Tracey Orton

# The Three Golden Rules

- Leadership
- Teamworking
- Communication

# Essential Basics for Employers

- Job Descriptions
- Written Statement of Main Terms and Conditions
- Contracts of Employment
- Handbook – Policies and Procedures

# Performance Management

- Communicate your business goals and how you intend to achieve them
- Align that with the individual's role in your organisation
- Agree targets – SMART
- Organise regular appraisal sessions
- Document and record

# Employing People in a Recession

- Where is your business going?
- Think imaginatively
- What is redundancy?
- Fair procedure
- Typical Employment Tribunal claims
- Added value – think Diversity

# Employment Law Update

- New Disciplinary and Grievance procedures
- New Acas Code – use it
- Paid Holiday increased to 5.6 weeks
- Flexible Working – right to request increased to carers/parents of children under age 17
- SMP / SSP - SMP increases to £123.06 (from £117.18), and SSP increases to £79.15 (from £75.40)



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e m p l o y m e n t l a w s o l u t i o n s

THANK YOU

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