



HR Essentials for small employers

9 January 2025



MEET THE PRESENTERS AND TECHNICAL SUPPORT



VICTORIA TEMPLETON
HR KNOWLEDGE MANAGER



SUE WATSON
OPERATIONS DIRECTOR

USING GOTO WEBINAR



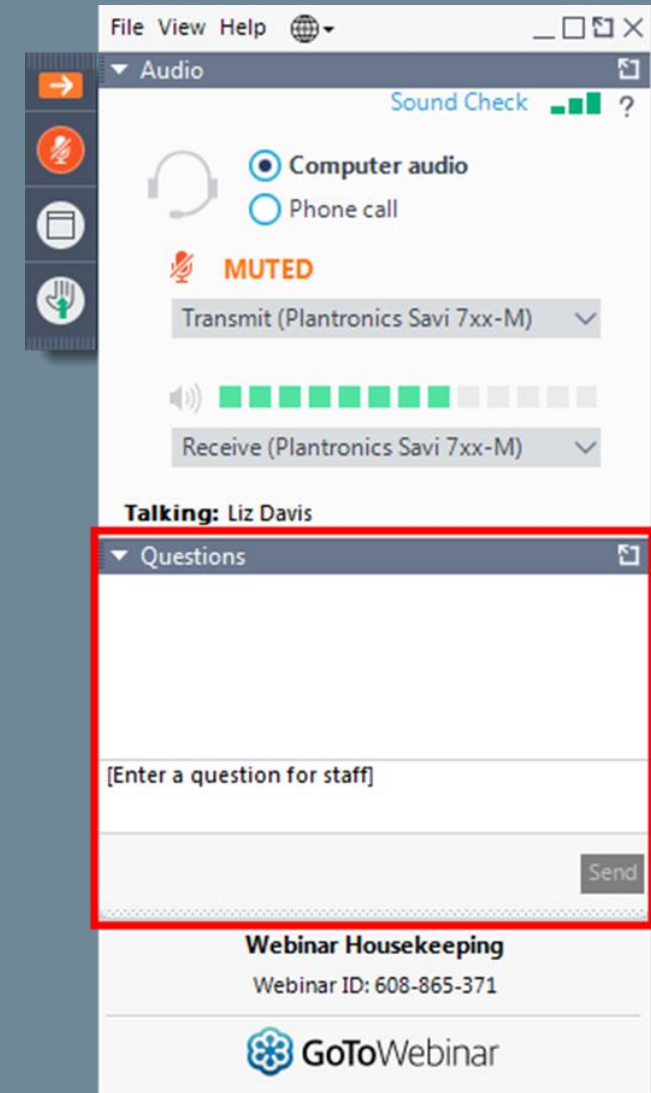
QUESTIONS...



GO TO WEBINAR

Your Participation

Please submit your text questions and comments using the Questions panel





POLL INCOMING...

WHAT DO YOU
THINK?

AGENDA



Managing the employment relationship



HR essentials



Changes on the horizon



HR Risk Audit



Q&A



POLL INCOMING...

WHAT DO YOU
THINK?

MANAGING THE EMPLOYMENT RELATIONSHIP

MANAGING THE EMPLOYMENT RELATIONSHIP

- Performance
- Attendance
- Health and welfare
- Workplace concerns
- Employment tribunals

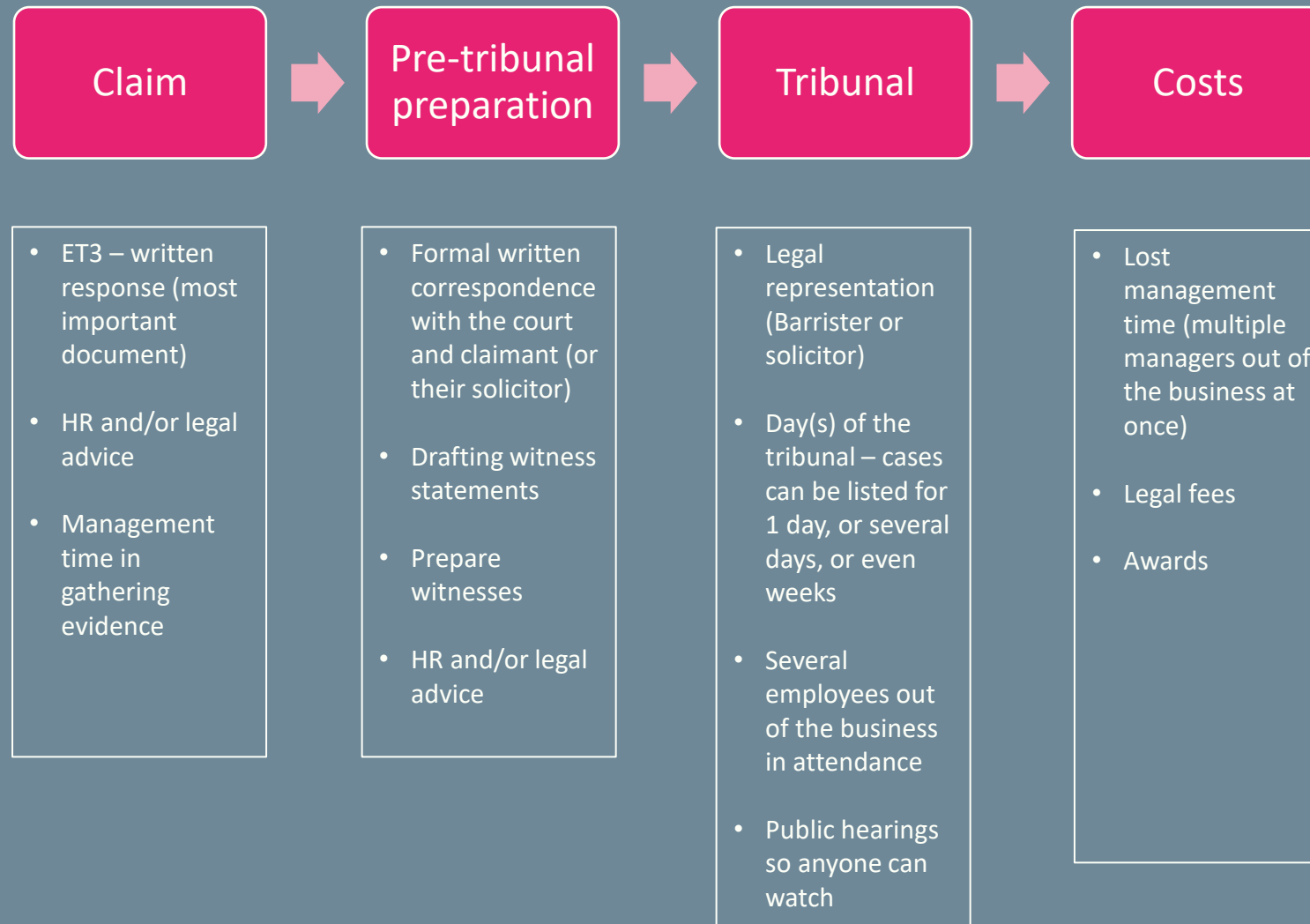


TRIBUNAL AWARDS

	Maximum	Median	Average
Unfair Dismissal	£179,124	£6,746	£13,749
Sex	£995,128	£16,161	£53,406
Disability	£964,465	£17,218	£44,483
Race	£431,768	£10,253	£29,532
Age	£261,949	£86,349	£102,891
Sexual orientation	£47,297	£26,693	£27,070
Religion and belief	£20,000	£8,500	£10,750

- *The annual employment tribunal award statistics April 2023-2024*
- *Tribunal claims increase by 13% to 97,000*
- *Cost awards remain relatively rare (153 in favour of the employer vs 39 to the employee)*
- *Median costs award £3,000*
- *Maximum costs award £72,386*

PRACTICAL CONSIDERATIONS



HR ESSENTIALS

BASIC RIGHTS

- Different types of employment status
- Employee, Worker and self employed
- The employment status determines what employment protections the person has
- **Employee** → full rights and protections of UK employment law
- **Worker** → limited employment protections
- **Self employed** → very few employment rights
- Getting a person's employment status correct is fundamental for avoiding costly tribunal claims
- Certain statutory rights have a qualifying period



BASIC RIGHTS

Here are a few examples of basic employment rights that apply to those with the status of 'employee'. They apply, regardless of the size of the business

Contracts & working arrangements

- Written statement of employment particulars issued by day one of employment
- Essential minimum information must be included
- Right to request FWR from day 1

Pay

- Statutory sick pay
- Statutory adoption, maternity, paternity pay
- Shared parental leave
- Holiday pay
- Equal pay
- Itemised pay statements
- Paid suspension
- Statutory redundancy pay
- Guarantee payments

Absence

- Statutory sick pay
- Statutory adoption, maternity, paternity leave
- Parental leave
- Time off for dependency leave
- Carer's leave
- Shared parental leave
- Holiday entitlement
- Rest breaks and periods
- Reasonable paid time off for ante-natal/adoption appointments

Ending employment

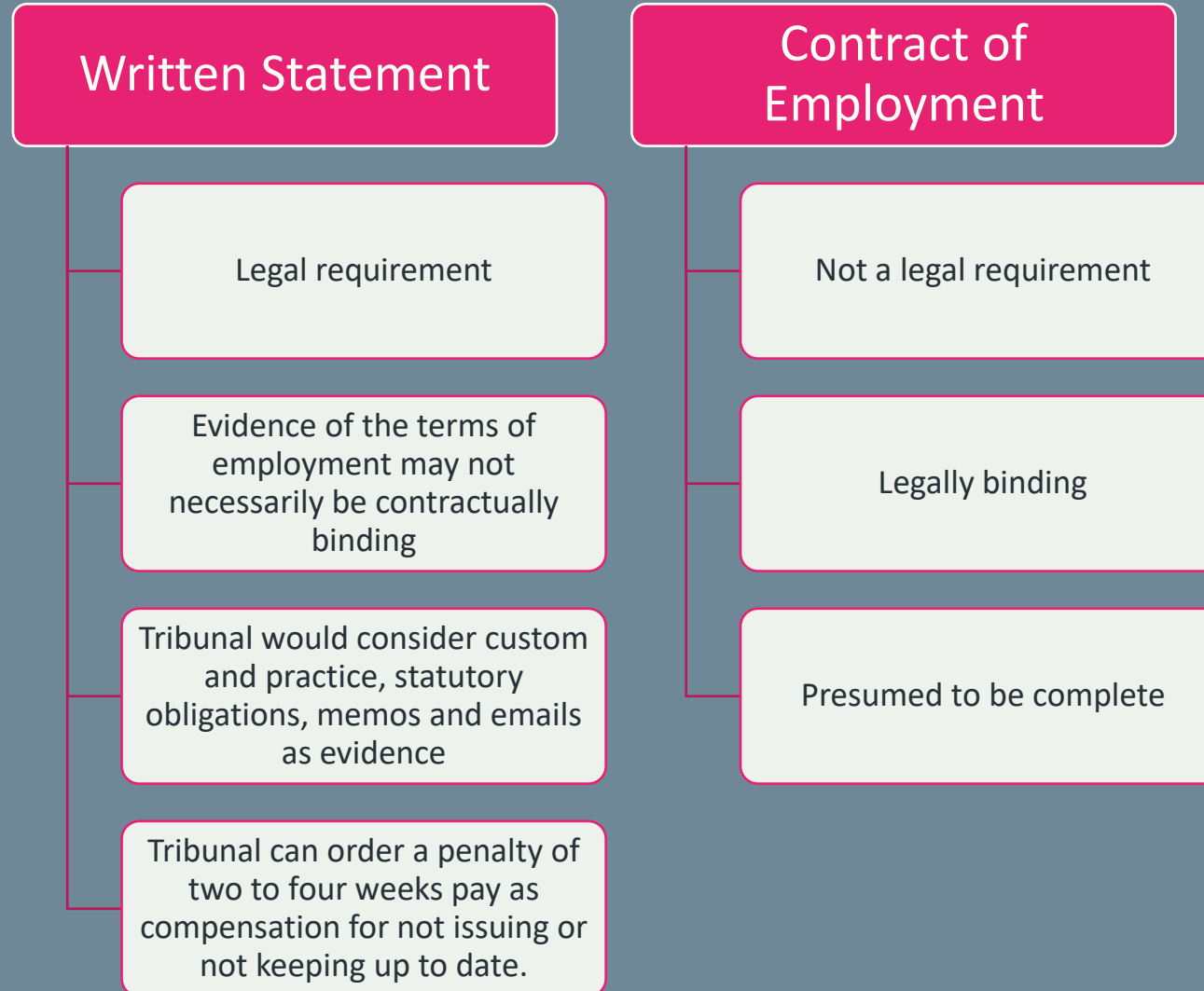
- Right to claim automatic (unfair dismissal after 2 years)
- Not to be dismissed for bringing a health and safety complaint
- Not to be dismissed for membership, or not, of a trade union
- Statutory notice period
- Written reasons provided for dismissal

WRITTEN STATEMENT

- Employees and workers (limited exceptions) must be provided with a written statement of employment particulars no later than when the employment begins
- Many casuals who are working summer jobs would be entitled to a statement
- Applies irrespective of the number of hours the employee works
- There is a prescribed list set out in legislation of what must be included in the written statement
- There are certain particulars that can be provided at any time but not later than two months after the beginning of employment (such as pension arrangements, collective agreements)
- Statements can refer to another reasonably accessible document for certain prescribed particulars.



WRITTEN STATEMENT



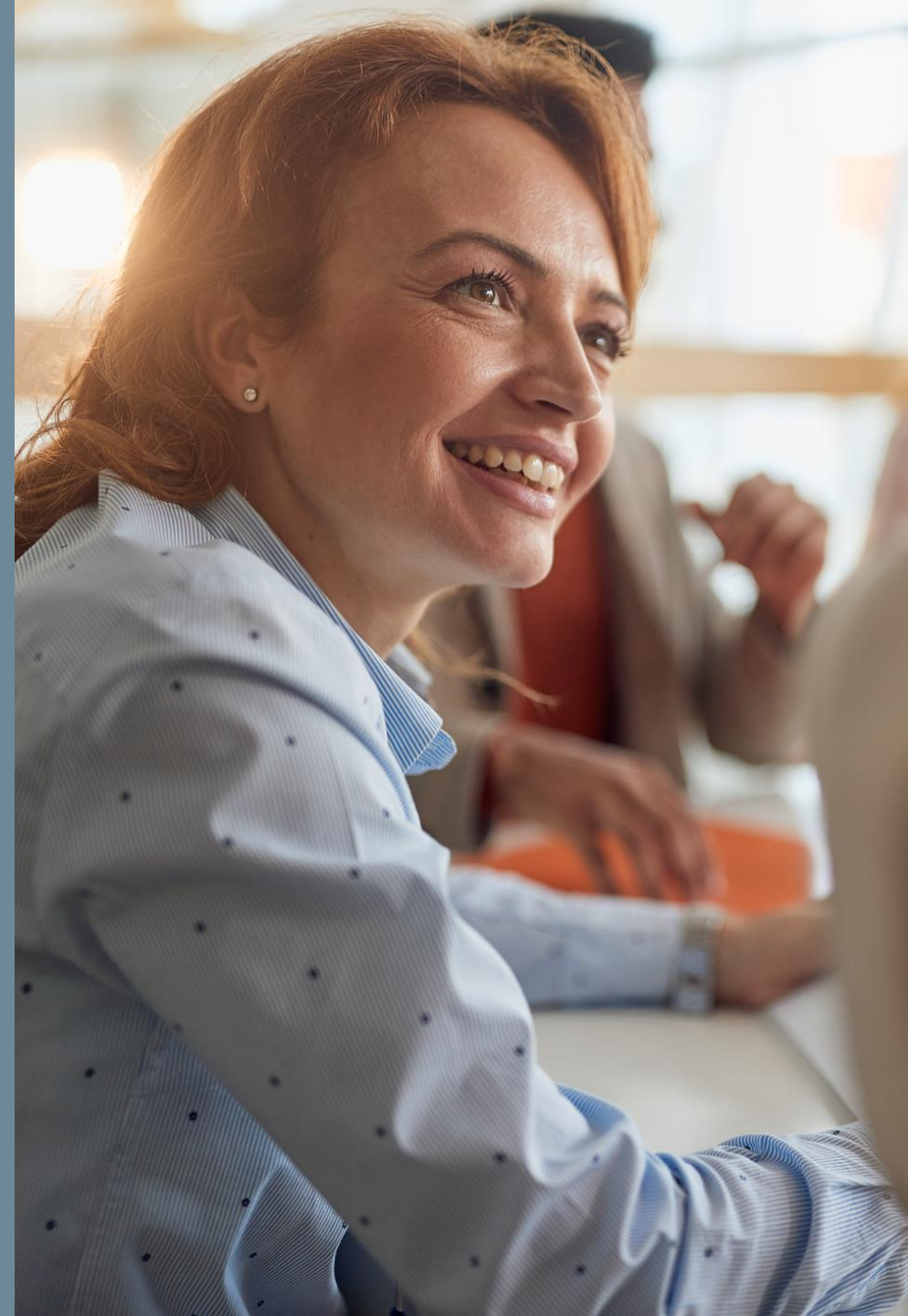


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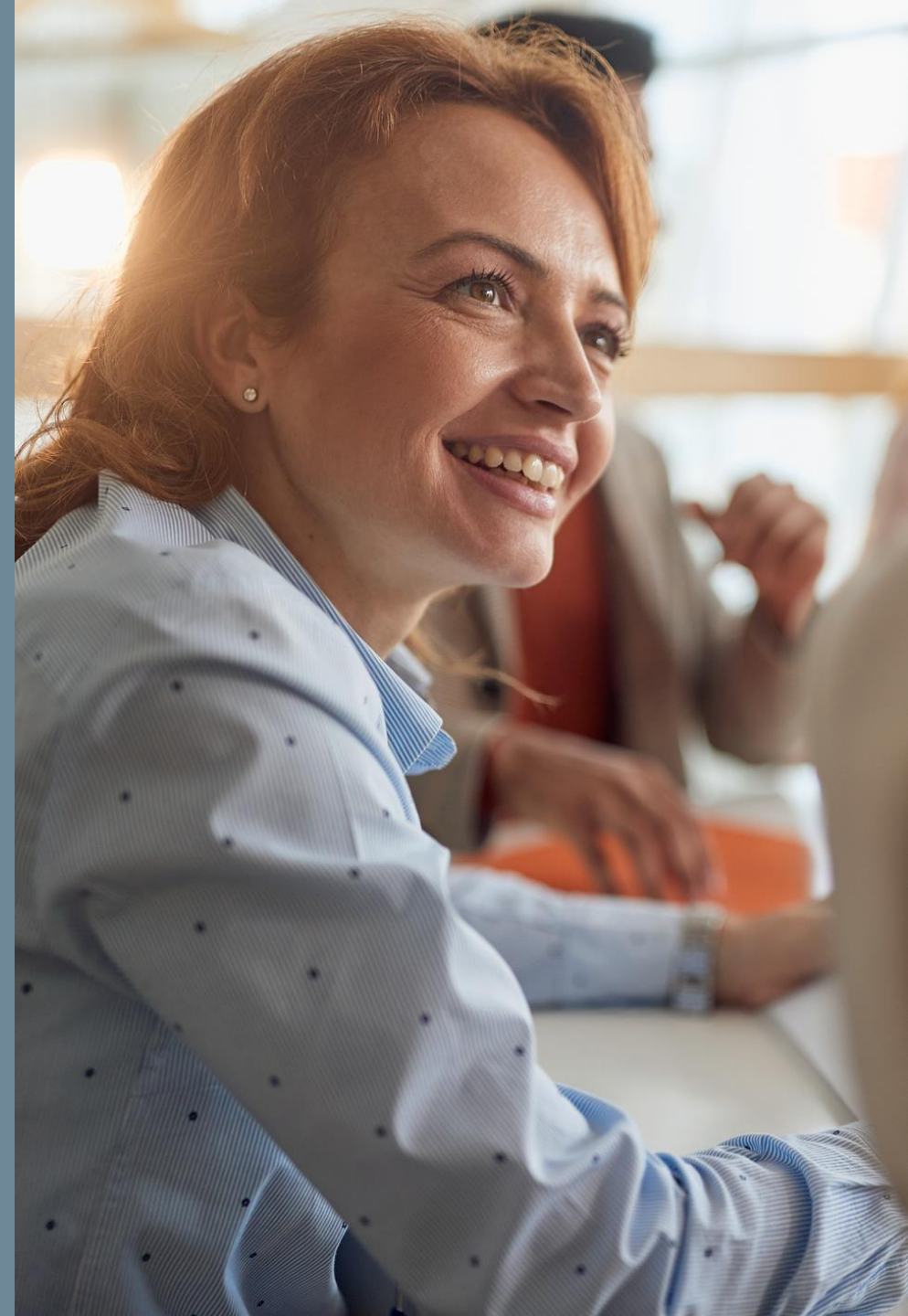
ESSENTIAL POLICIES

- Absence notification and sick pay
- Bullying and harassment
- Disciplinary procedure
- Equality, Diversity and Inclusion
- Grievance procedure



ESSENTIAL POLICIES

- Health and Safety
- IT and computer use
- Family friendly
- Whistleblowing



PAY

- Claims can be made to a tribunal for unlawful deductions or to claim breach of contract, or both
- All workers must receive an itemised pay slip
- Wages must be paid on time, according to the agreed day and correctly
- Robust systems are necessary for recording hours worked and salaries paid for sending to HMRC
- Pay at least the national minimum wage/living wage
- Pay statutory payments when eligible
- Adherence to the working time regulations
- Record keeping for working time regulations purposes



HEALTH AND SAFETY

- ***The Health and Safety Executive says:***

“if you are a small, low risk business, these basic steps may be all you need to comply with health and safety law. If you are a larger organisation or have more complex hazards, additional obligations will exist.”

Health and Safety policy

Managing risks and risk assessment at work

Reporting accidents and illness

Provide information and training

Consult with workers

Have the right workplace facilities

First aid in work

Display the law poster

Appoint a competent person



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CHANGES ON THE HORIZON

THE EMPLOYMENT RIGHTS BILL

05. Enforcement

- Unfair dismissal day 1 right
- Statutory probation rules
- Further restrictions on 'fire and rehire'
- A new 'Fair Work Agency'

04. Industrial relations

- Remove the requirement at the application stage, for a union to demonstrate that there is likely to be majority support
- Remove the 40% threshold at the recognition ballot stage
- Consulting on reducing the 10% application threshold for the CAC to accept a TU recognition
- Abolish minimum service level laws
- New duty to inform workers of their right to join a TU
- New right to access a union within the workplace

03. Family Leave

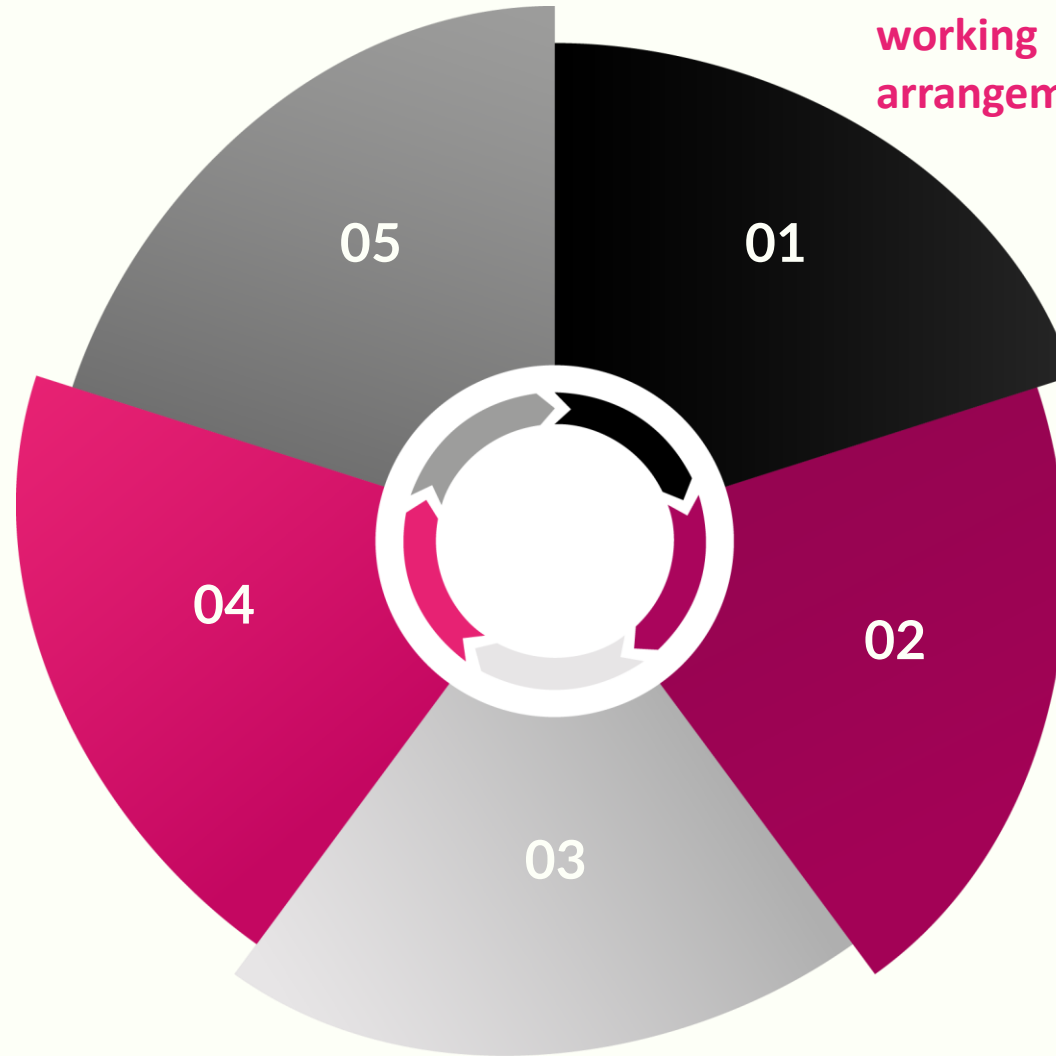
- Parental leave a day 1 right for all workers
- Bereavement leave for all workers
- Unlawful to dismiss an employee on return from family leave

02. Pay & benefits

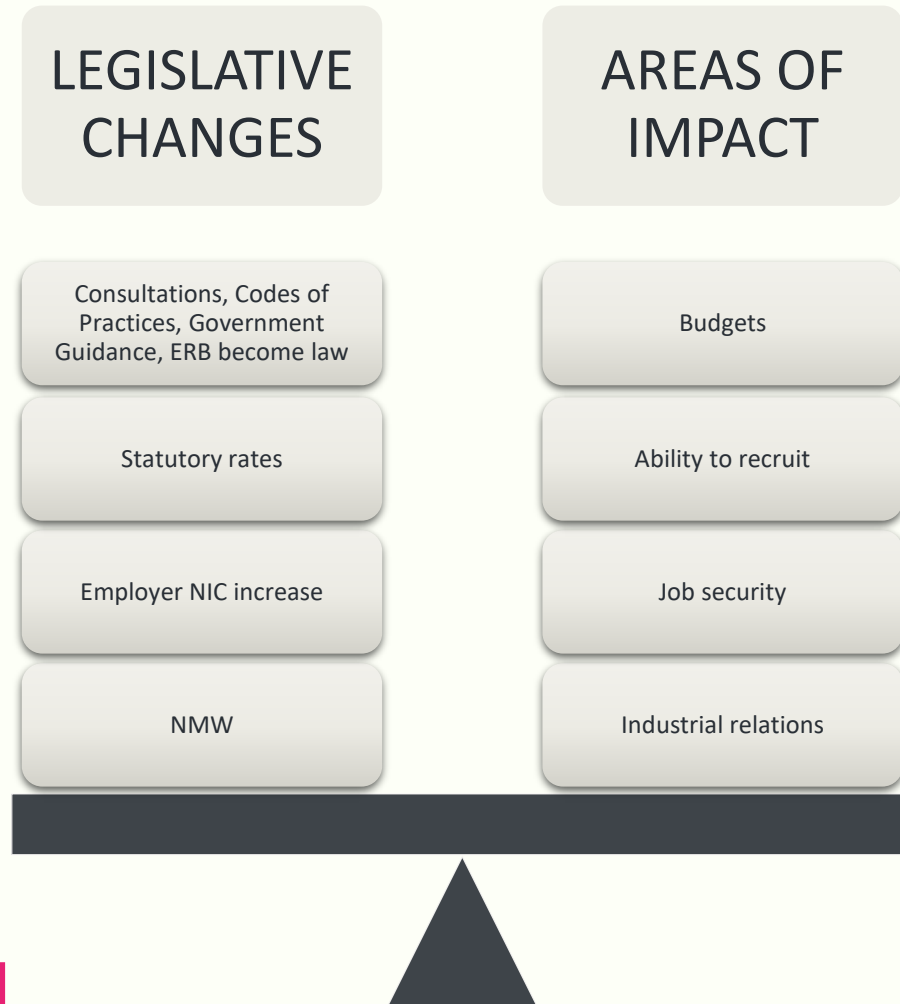
- Remove SSP waiting days
- Replace lower earnings limit with a percentage replacement rate
- Remove NMW age bands
- Include cost of living factor in determining NMW
- The Tipping Act to be amended to require consultation before issuing first version of written policy and an obligation to review the policy at least once in the first 3 years

01. Contracts & working arrangements

- Ban exploitative zero-hour contracts
- Reasonable notice of cancelling shifts & wages
- Flexible working is a genuine default
- "All reasonable" steps to be taken to prevent sexual harassment
- Third party harassment protections
- Dismissals unfair when connected to an employee failing to agree a variation of contract
- Remove the 'establishment' requirement for collective consultation purposes
- Schools Support Staff Negotiating Body
- Adult Social Care Negotiating Body



2025 – THE HR YEAR AHEAD



1. 28 employment reforms!
2. Some changes may come into force, but the majority will commence 2026
3. 2025 the year of preparation
4. Scenario planning and budgeting
5. Drafting new employment documentation – employment policies, handbooks and contracts of employment.

2025 ACTIONS & PRIORITIES

HR ESSENTIALS

- ✓ Robus written statement of employment particulars and agreements
- ✓ Essential policies
- ✓ Employee liability insurance
- ✓ Payroll system
- ✓ Statutory payments
- ✓ Working Time Regulations
- ✓ Health and Safety

2025 ACTIONS

- ✓ HR Risk Audit
- ✓ Prepare for changes in employment law and become familiar with the reforms
- ✓ SWOT / PESTLE analysis and impact assessment
- ✓ Develop a strategic HR plan aligned to the business plan
- ✓ Strategic workforce planning
- ✓ Statutory rates increase
- ✓ Employer NIC increase
- ✓ **Keep up to date with the employment reforms by joining our free Virtual Employment Law Seminar**
06/03/2025



HR RISK AUDIT

Uncover potential risks to your business and fortify your operations with our FREE comprehensive HR Risk Audit.

Our Audit is designed to ask you questions about your business to enable us to identify any risks to you as a business and more importantly to provide you with guidance and support as to how to de-risk these.

The questionnaire takes 10-15 minutes to complete. Once completed we will compile a report for you summarising your responses, as well as providing recommendations.



Risk Audit



QUESTIONS...





POLL INCOMING...

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OUR HR KNOWLEDGE BASE

The HR Knowledge Base is an online HR resource for busy professionals. It makes it easy for thousands of business owners and managers across the UK to manage their teams by giving them access to:

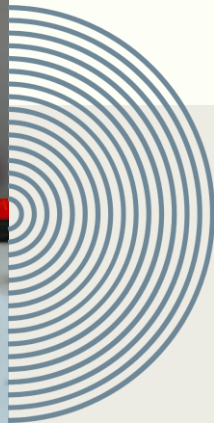
- Template HR documents and policies
- HR articles and guides to keep you fully informed
- HR guidance on a wide range of topics





TRAINING COURSES

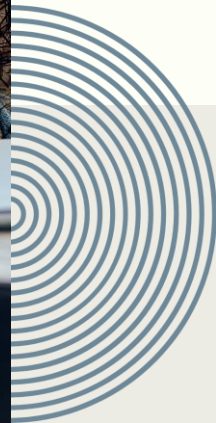
- Effective Communication Skills
- Leading the Team
- Managing Conflict at Work
- Effective Appraisal Skills
- Managing Performance
- Recruitment and Selection
- Holding Difficult Conversation
- Equality, Diversity & Inclusion
- Managing Grievance
- Managing Disciplinary
- Employment Law
- ILM Level 3
- ILM Level 5





WEBINAR SCHEDULE

- A New Deal for Working People – Pay implications of the Employment Rights Bill | **13 February 10-11am**
- Managing holiday entitlement and pay | **13 March 10-12noon**
- Dealing with redundancies | **10 April 10-11am**
- Managing short term sickness | **8 May 10-11am**
- A New Deal for Working People – Zero-hour contracts | **12 June 10-11am**



Save your Space



FREE HR ADVICE LINE

We're offering a **Free 30-Minute Consultation** with one of our experienced HR Advisors. Whether you're dealing with performance issues, navigating absences, or striving to create a positive workplace culture, our team can provide the guidance you need.

Simply, fill out one of our forms and one of our advisors will reach out within 24 hours to either conduct the consultation or arrange a suitable time.



Find out more



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Thank you

Any question? Please get in touch:

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