



March 2010 HR Newsletter

Once again our HR newsletter focuses on current topical HR issues, as well as highlighting some of the services we offer.

How to Create an Effective Induction – 5 Top Tips

- 1) Draw up a generic comprehensive checklist of all company issues the new employee will need to know about, to be tailored as appropriate.
- 2) Draw up an interesting induction plan that will last at least a couple of months using a variety of methods to provide information to the new starter eg presentations, work shadowing, provide a buddy.
- 3) Draw up a training plan tailored to the requirements of the new employee.
- 4) Call the new employee a few days before they are to start to check they have everything they need for their first day.
- 5) On their first day clear your diary for the morning at least so you can spend some quality time with the new recruit.

Imminent Introduction of the “Fit Note”



A new ‘fit note’ is going to be introduced in place of the doctor’s sick note on 6 April 2010 if Parliament approves the changes. The note will help an employee return to work sooner by providing more information about the effects of your illness or injury to the employer. The new fit note will be called the ‘Statement of Fitness for Work’ and will be used in England, Scotland and Wales. It will have more information than the present doctor’s sick note. The main changes will mean:

- The GP will be able to say if they think the employee is ‘not fit for work’ or ‘may be fit for work’
- The GP can add advice to the note for the employer on how simple changes to the job done may allow an employee to return to work earlier
- there will be fewer kinds of medical statements forms issued by GPs

To see a sample of the new fit note go to http://www.direct.gov.uk/en/NI1/Newsroom/DG_184645.

Research shows that long periods out of work can lead to worse health while working can be good for physical and mental health and well-being. The longer as employee is absent through illness, the lower are the chances of returning to work. Work may help recovery quicker from illness.

For more information see <http://www.dwp.gov.uk/fitnote/>

£1000 Grant Available for Executive or Management Training

Leaders First is a programme delivered through Train to Gain to provide training and support to leaders and managers. Train to Gain is the Government flagship service that supports employers of all sizes and in all sectors to improve the skills of their employees as a route to improving their business performance. Leaders First gives strategic decision makers within an organisation, the opportunity to develop valuable strategic skills to drive their organisation forward.



Training and development can lead to numerous benefits including:

- Creating a competitive edge
- Keeping pace with change
- Improving skills and efficiency
- Improving communication skills
- Developing a more effective productive workforce
- Understanding of personal strengths and areas for improvement

Organisations with between 5 to 249 employees are eligible to apply. So if your organization needs some training in HR Management (eg grievance, discipline, recruitment, redundancy) to help manage their staff better a grant of up to £1,000 could help this happen. Call 07762 771290 for more details.

FSB Graduate Internship Programme

The FSB has worked with universities to provide internship places, with a financial incentive being provided by the Higher Education Funding Council for England (HEFCE). A graduate placement will provide your business with a skilled individual to undertake a short-term project within your business. If you are interested in taking on a graduate then contact the National Helpline on 0845 072 7597, **Email:** Internship-enquiries@graduatetalentpool.co.uk **Website:** www.businesslink.gov.uk/internships

Grants Available to Take on An Apprentice

If you are interested in taking on an apprentice aged between 16-17 years old (on an Accredited Apprenticeship Programme) then you will be entitled to £1,000 on the first day of the apprenticeship and £1,500 after three months of the apprenticeship. The full cost of training will be provided. The contact number is 08000 150 600 and the web address is <https://apprenticeships.broadssystem.com/employerenquiryform.aspx>. Please mention 'AGE 16 and 17'.

Employment Tribunal Efficiency Pilot

A pilot for a new case management system for Employment Tribunals and ACAS Individual Conciliation called Caseflow started in the Nottingham Employment Tribunal and ACAS offices in late November 2009. The main goal of this initiative is to deliver improvements in efficiency and effectiveness by replacing the current paper based system with an electronic one where appropriate information can be shared quickly between parties involved in a claim and the Employment Tribunal and ACAS. The system won't be rolled out to Employment Tribunal and ACAS offices in Scotland, Wales and the rest of England until a full evaluation of the pilot has been completed, which is roughly at the end of March 2010.

SJ Beale HR Consult - News

SJ Beale HR Consult is pleased to announce we are now licensed for claims management in employment matters, which means we can represent claimants at employment tribunals. Our claims management number is CRM 21451; we are regulated by the Ministry of Justice; www.claimsregulation.gov.uk and have full terms and conditions for this service. Call us on 07762 771290 for more details.



Employment Tribunal Representation – Can We Help?

Whether you are an employer who has received an ET1 or you have family member or friend who has been badly treated by their employer and wants to lodge a tribunal claim, SJ Beale HR Consult can provide effective ET tribunal support and representation. Whether assistance is need for part of the process or as end to end support we can help. We also offer access to a barrister for highly complex cases if required. We have a 100 track record of success and offer experienced successful tribunal advocates! Call us now on 07762 771290 for a no obligation chat.

Grievance & Discipline Training – Can We Help?

Is grievance and discipline not being handled well in your organization? Do your managers need a refresher on company procedures? With our interactive half day workshop for £550.00 we cover the essential points of the law to ensure the likelihood of costly tribunals are reduced. Business Link funding is available for this training (see above) and we are on the approved supplier list. Call 07762 771290 for more details.

Contact Details:

Tel: 07762 771290

Email: info@sjbealehrconsult.co.uk

www.sjbealehrconsult.co.uk