




-  [View our Blogs](#)
-  [Follow on Twitter](#)
-  [Forward to a Friend](#)



Next Seminar: Paying and Rewarding Staff

2 December 2011

We've now completed five of the six SME HR Academy seminars with over 30 delegates. We're pleased to announce that the final seminar in the series on Paying and Rewarding Staff will be held on 2nd December. See our web site for details.

Getting pay and reward right in a firm is a complex business. It involves determining a market price for each job and for ensuring equity within the firm for jobs with the same level of responsibility. Most firms also want some link between reward and performance.

This half day seminar looks at setting pay bands, at avoiding future pitfalls in setting and paying wages, at how to use benefits to provide a complete package and at how to evaluate one job against another to achieve a balanced pay structure.

We know SME managers find it difficult to spring the time and financial resources to attend courses so we limit this seminar to three hours and it costs only £55

[Book your place now; places are limited.](#)

Legal Update

From 2012 firms will be required to automatically enrol staff into a pension scheme. We will be discussing this in our newsletters over the next few months.

The [National Minimum wage](#) will increase in October 2011. Follow the link to check out the new figures.

General Update

From 1st October the agency workers regulations come into force. Agency workers have the right to use all the facilities available. This includes child care facilities, gym, canteen etc. After 12 weeks employment they will also have the same rights as employed staff. They will be entitled to the same salary and the same working conditions.

TimelessTime is an ISO9001 certified firm.



Timeless Update: September 2011

Welcome to the latest edition of Timeless Update, your regular roundup of topics provided to support you in managing your people. The snippets of information here provide you with high level comment on aspects of HR dealt with in more detail (where appropriate) by articles and white papers written by TimelessTime. Each links to a vogue topic which adds value to your business.

Hot, Hot, Hot, Great, Great, Great

Yesterday we exhibited at Let's Do Business Hastings. What a day!! We had over 50 visitors join us on the stand during the day, with many taking part in our Lego "Let's Build Business" project. Everyone loves Lego and there were some great ideas for our 'virtual firm'. Thanks to everyone who took part. We will tweet out a link when the story has been added to our blog.

Can Management Introduce Screening?

Many firms expose their staff to all sorts of apparently nasty stuff. The HSE have the COSHH guidelines to help minimise any lasting effects and in those guidelines there is the suggestion that health screening is useful, particularly when the body of scientific knowledge gives no consensus on safe exposure levels. But there's whole load of myth surrounding COSHH.

The COSHH guidelines are quite clear. Firms should not enforce screening (or indeed any sort of surveillance) before due process has been followed. First the firm must identify the assets to be protected (workers in the case of COSHH), then complete a risk analysis. Then it must identify appropriate controls to reduce exposure to levels considered safe.

Measurement of levels and audit then give confidence that the controls are working. Only then and in support of the measurements, should health screening be considered.

Introducing screening has a significant negative effect on the psychological contract and must be done with care. See our guidance for more.

Employees? Yes or No?

Firms often lighten the salary burden by contracting some workers as part-time associates or under commission-only arrangements. But HMRC may view this as tax avoidance, deliberately passing the onus to the worker to pay National Insurance and tax. And workers may claim employee rights. So how does a principal proceed when needing a few hours of key skills?

The answer is not laid down in statute and is far from clear. The decision by a court will be based on four tests covering 'control', 'integration', 'business reality' and 'mutuality of obligation'. To be more certain of which side of the line you sit consider the following. If you answer 'yes' then the person is likely to be an employee:

- The firm has a duty to provide work and it continues to pay whatever;
- A named person has to undertake the work, they can't appoint anyone in their place;
- The firm controls how work is done and when;
- The firm provides a contract which details conditions, such as holiday pay, sick pay hours of work;
- The firm supplies resources, tools and clothing;
- The firm provides formal induction and training;
- The firm pays wages or salary and deducts tax and NI.

It's clearer if the worker trades with the firm at arms length and risks their own money in the undertaking. Often problems only come to light when there is a dispute between worker and firm or if HMRC visit. The worker may then make a claim for the conditions of an employee. Where HMRC is concerned, tax and NI over a number of years may become due.. If you are concerned that you may be vulnerable, give us a call. We've helped several firms understand their risks and implement effective contracts.

Managing Sickness Absence

Managers are often ill equipped to manage sickness absence. It takes time and is complex with many illnesses being covered by the Disability Discrimination Act under which special accommodations must be made. And most managers are too busy with the day job of running the firm and managing the rest of the staff. The result is that sickness absence is often not controlled.

We have some simple tips: write a sickness absence policy and associated procedure, communicate the policy to all staff and in event of excessive absence in any member of staff, run the procedure. The procedure needs to set out what will be done, and by whom when any person is absent. Don't delay. Don't hope it will go away. Run the procedure again and again until sickness absence comes under control. [Our blog gives guidance](#). Call us if you need more.

If you are interested in appointing TimelessTime to work with you so that you maximise your bottom line and become an employer of choice, we would love to meet with you to discuss how we can help and provide you with a competitive quote for our services.

All new client initial meetings are undertaken free of charge and without obligation.

If any of these topics interest you and you'd like to know more give us a call on 01825 724179

[visit our website](#) | [follow on Twitter](#) | [read our blog](#) | [forward to a friend](#)

Copyright © 2011 TimelessTime Ltd. All right reserved.

[unsubscribe from this list](#) | [update subscription preferences](#)