

Timeless Monthly Update: August 2010

Welcome to the latest edition of Timeless Update, your regular roundup of people management topics. Timeless Update is designed to maximise the contribution HR practices make to your organisation. The snippets of information here provide you with high level comment on aspects of HR that are dealt with in more detail (where appropriate) by articles and white papers written by TimelessTime. Each links to a vogue topic that adds value to your business.

Default Retirement Age

At the end of last month the Government announced that the existing retirement age of 65 is to be abolished. The proposed legislation will go through a consultation activity which is due to end on 21st October this year. If the government goes ahead with the planned change this will affect the way firms deal with those coming up to retirement age from April next year. If you have employees nearing retirement age and you are not sure what to do, give us a call to discuss your options. Future newsletters will also carry updates on this topic.

Equality Act 2010

ACAS have produced a twenty page guide designed to help business principals understand the new requirements in the Equality Act. The salient points from this guidance, and from other sources, will be discussed in future TimelessTime updates and articles to help you prepare for October 2010.



As a result of the Equality Act employers are going to need to review policies and procedures which they already have in place. These include directly relevant policies on equal pay, sex and sexual orientation discrimination, racial and religious discrimination, disability discrimination and age discrimination. Maternity, bullying & harassment and equal opportunities policies should also be reviewed since the Equality Act has a bearing on these too. If employers have no such policies or have policies missing, they should act now to put necessary policies in place.

If you are unsure that your policies and procedures will meet the new requirements or if you have policies and procedures missing give us a call and we can help you implement compliant practices which are also tailored to your needs. For the full ACAS guide [click here](#). Also be sure look out for more information in our updates over the coming months.

National Minimum Wage



From October 1st the national minimum wage increases. You must ensure that you pay the appropriate minimum wage to all staff. The new rates are shown below. Note that the adult minimum wage will also apply to 21-year-olds from October 2010. This is a change from the current adult rate which applies to those who are

22 and over. Where you have workers under the age of 21 you should put a mechanism in place to ensure you increase their wages on their 21st birthday following the implementation date in October. This advice is also applicable to workers approaching their 18th birthday.

New Rates

£5.93 for workers aged age 21 and over

£4.92 for workers aged 18 years to 20 years

£3.64 for workers aged 16 and 17 year olds

Remember if you are in a service industry where tips, gratuities and service or cover charges are the norm, these monies are not counted as part of the minimum wage.

You should also note that the minimum wage for an apprentice will be £2.50 per hour with effect from October. This new rate will apply to all apprentices under 19 and for the first year of the apprenticeship where the worker is aged 19 or over.

Culture in the firm

Culture plays an important part in any firm. It sets the tone for the way staff interact with each other and with your clients. Culture can make or break a firm. Where there is a culture conflict the bottom line is adversely affected. Read our latest white paper which explores culture. It considers the part culture plays in working life, it discusses current thinking and finally it develops a practical model which can be implemented to facilitate a smooth culture transition where change is required. Click this link to read '[Culture Matters](#)'.



New look website

We are very excited about our new look website. We listened to our users and made changes to make interaction with the site easier and more enjoyable. Our free-to-use resources are all contained in the 'Knowledge Base' which is now just one click from the home page. Feel free to browse, download and use all of the items in this section. Click www.timelesstime.co.uk to go now to the new site.

Coming soon

We are also pleased to announce that for our Timeless SUPPORT subscribers there will be new area exclusive to them which will include additional resources to support the smooth running and increased profitability of their businesses.

The above links will take you to the relevant page of the TimelessTime website where you can find out more, or they will take you directly to the relevant pdf documents. To ensure you don't miss out on future TimelessTime updates add the email address to your trusted contacts so that it doesn't end up in your junk mail. You can also follow us on Twitter. Visit our home page at www.timelesstime.co.uk to start following us by clicking on the Twitter link.

If you have any suggestions for topics you would like covered in these updates please let us know. Simply email: sue.berry@timelesstime.co.uk or telephone Sue on 07554 420419.

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