

Ahead for Business 

Mentor Employment Law & HR Seminar



Your Seminar Presenter

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Employment Law & HR:

What rights and controls do employers have?

OR

Employers have rights too!

Employment Law & HR:

What are the key aspects of the employment relationship?

- Recruiting
- The written contract
- Policies and procedures
- Enforcing them
- ACAS

Employment Law & HR:

Manage attendance

- Pre-employment
- Keep good records
- Check for patterns
- Trigger points
- Dealing with misconduct

Employment Law & HR:

Manage performance

- Recruitment
- Effective induction & training
- Objectives & business plans
- Performance reviews

Employment Law & HR:

How do you manage employee holidays and working time?

- Holiday must be approved
- You can choose the dates
- Accrue when off work sick
- Holiday pay
- No **right** to Public Holidays
- 48 hour working week
- Breaks

Employment Law & HR:

How do you manage discipline, dismissal and grievance procedures?

- The ACAS code
- 25% uplift if you don't follow the rules
- Control through investigations
- Verbal warnings

Employment Law & HR:

- Holiday pay
- ACAS early conciliation
- Settlement Agreements

Hot Topics

- Shared maternity leave
- Grandparent leave
- Zero hours
- Social media

Employment Law & HR:

Tribunal Fees and Penalties

- £230 to make a claim
- £1200 to go to trial
- £100 to £5,000 penalty if you lose
- Strong incentives to settle early