



Employment Audit

FIXED FEE - £500 plus VAT

Team Leader and Partner Mike Pitt

OUT OF DATE CONTRACTS OF EMPLOYMENT AND HANDBOOKS COULD COST YOU A FORTUNE

If you have not reviewed your employment contracts or your company handbooks in the last couple of years, you can be sure that they are seriously out of date. Here are just some of the recent legal developments that may need to be dealt with in your employment documentation:-

- New maternity rights and notification rules
- New rights to take parental leave
- Changes to the rules on disciplinary and grievance hearings
- Detailed new provisions on time off for family emergencies
- New statutory rights for part time employees
- The implications of the Data Protection Act
- Are your disciplinary procedures contractual or not? Recent cases highlight potentially expensive claims if they are
- Do you operate PHI schemes or contractual sick pay scheme? New case law has important implications for how you should document them.

Quite apart from these recent developments, almost all handbooks and contracts do not protect as fully as they could, in all sorts of areas. We believe that the introduction of so much new legislation provides the perfect opportunity to take a close look at all of your contractual documentation, and to make changes that will minimise legal risks, and help your employees to understand their entitlements and duties.

For a fixed fee of **£500 plus VAT** we are pleased to undertake a thorough audit of an example of one of your standard set of terms and conditions of employment, company handbooks and other documentation from which we will compile a report setting out our recommendations for amendments to bring the terms in line with current legislation. Within the fixed fee service we will also:-

Albion House, 31 Queen Street, Oldham. OL1 1RD
Telephone: 0161 785 3500 Fax: 0161 624 2589 e-mail: mpitt@pearson-hinchlif.co.uk
Regulated by the Law Society
Authorised by the Financial Services Authority for investment business activities

- ✓ details steps required to bring your documentation into line with all of the recent legislation;
- ✓ alert you to any issues that may arise in relation to your part time workforce in the light of recent European cases
- ✓ consider whether or not additional clauses ought to be inserted in those contracts given to your more senior employees in order fully to protect your business interests;
- ✓ advise you as to the possible protective steps you can take now that sex, disability and race discrimination is a high risk and a costly exposure;
- ✓ explain, where appropriate, what is needed to protect against health and safety claims, including those arising under the Working Time Regulations 1998;
- ✓ recommend the minimum information required for an up to date, effective maternity policy; and
- ✓ advise you of the special considerations that apply should you operate Collective Agreements

Thereafter, should you wish us to draft documentation to implement our recommendations on the above, we shall be pleased to discuss your requirements and provide a quote accordingly.

Should you not have any contracts yet, for the same initial fee we would be pleased to set out for you a set of standard terms and conditions as a starting point, and to produce a report setting out what we consider you should be including in addition to the bare basics so as to head off potential problems before they occur and to provide you with ideas for tailoring the document to meet your specific business requirements.



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If you are interested in taking up this opportunity, then please return the attached form to the Employment Department administrator

Organisation Name:

Contact Name

Address:

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Post Code

Office Telephone Number

Fax number

Mobile (If appropriate)

e-mail

Web Site

Industry

SIC Code

Sector Code

Number of Employees

✓ If you would prefer **NOT** to receive any information that we may from
time to time send which may be of interest to you. Please tick the box.