

February 2018 Newsletter

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New in 2018

There are a few key areas of employment law changes in 2018 which you may need to be aware of:

January: Fit for Work Assessment ending

Over the last few years we have regularly referred clients to the free Government Fit for Work service to advise on employees who have had time off work due to sickness. Sadly, this scheme is now closed due to lack of take up. We have links with a lovely Occupational Health provider we can refer cases to at a reasonable cost.

April: Gender Pay Reporting

You may have seen on the news that from April companies are required to publish an annual report to show average pay rates for male and female employees. This is only a requirement for companies which employ more than 250 staff so will not apply to many of our clients, however it does highlight the importance of assessing company pay structures to ensure that they are well structured, fair and transparent. In the last 6 months we have advised several clients on their pay infrastructure.

May: General Data Protection Regulations (GDPR)

From May, new regulations come into force regarding how we hold and process data, building on the existing Data Protection Act. We plan to publish a separate newsletter on this issue with further details.



Welcome to our February Newsletter!

It's always lovely at this time of year to see the daffodils and crocuses pushing up through the soil!

Spring is a good time to spring clean your HR policies and procedures especially with changes to legislation on the horizon. It also may be a good time for business planning for the new year and resourcing new talent in the business.

We'd love to hear from you if you have any HR needs arising from issues in this newsletter, or if there are any HR issues we can help with.

Julie and Antonia

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Recruiting Staff - Interview the Green Light way

New Year? New Budgets? Is it time to start recruiting to expand your team or just simply time to re-look at how you approach the recruitment interview? Whatever the plan for

2018, recruitment mistakes can be costly and we would like to share some advice on improving the reliability of your recruitment interview.

FACT SHEET ON INTERVIEWING THE GREEN LIGHT WAY



We are pleased to announce that we are now an accredited partner of [BreatheHR systems](#).

In response to clients asking if we provided an HR system we hand picked BreatheHR as user-friendly software package designed for small businesses which automates many HR processes, enabling clients to securely store employee details and documents, calculate authorise and report on employee holiday and sick leave.

A number of our clients are already using BreatheHR. If you'd like to arrange a free demo please contact Antonia, Julie or [email us](#).



About Green Light HR Solutions

Leeds HR Consultancy supporting small businesses. We understand the people management challenges you face on a day-to-day basis.

Run by Antonia Nicholls and Julie Shimmin, all the work is performed by us and we take pride in getting to know our clients so that we can provide a high quality and tailored service. We are fully CIPD Qualified with, between us, over 30 years experience of working in HR and managing staff in both the public and private sector.

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Statutory Entitlements (qualifying criteria apply)

Statutory Maternity, Shared Parental Leave, Paternity and Adoption Pay: £140.98 per week

Statutory Sick Pay: £89.35 per week for up to 28 weeks.

The National Living Wage (NLW) from April 2017:

Workers aged 25 and over: £7.50

Workers aged 21 to 24 years: £7.05

Workers aged 18-20: £5.60

Under 18: £4.05

Apprentice: £3.50*

*This rate is for [apprentices](#) aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the NMW for their age.

The next increase to the Statutory entitlements will be announced prior to their expected increase in April 2018.

Click here to see [our previous newsletters](#)

Please send your feedback and thoughts on what you'd like to see in future
info@gl-hrsolutions.co.uk

We'd love you to forward our newsletter on, or folks can sign up on: www.gl-hrsolutions.co.uk

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