

October 2016 Newsletter

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Can I change my employees' terms and conditions?

....is a question that we are often asked.

Yes you can, but there is a process that you will need to go through and you will need a good business reason for bringing in the change.

The simplest way to change an employee's terms and conditions is with their agreement. For example, if an employee is willing to change their hours to suit a business need then all that needs to happen is agreement of an effective date. We advise that you send a letter to confirm the change, which is also kept on the employee's file.

However, it is not always that simple. The business may need to make changes to terms and conditions and immediate agreement may not be reached. Using the above example, an employee may not be willing or able to change their hours of work.

In this case you would need to go through a consultation which would need to include the following steps:-

1. Ensure that there is a clear business need and not to just a want to change. So for example this could be that the business is losing custom because it is not open on a Saturday morning
2. Communicate at an early stage. If the cat gets out of the bag the employee will be ready to say no. As soon as you can, open discussions with affected employees
3. Listen to what they have to say - they may have alternative suggestions which could work even better
4. If necessary make amendments to your proposal
5. Reach agreement
6. Confirm in writing

What if agreement cannot be reached at the end of the consultation?



Happy October Readers!

After a balmy hot September the Autumnal weather is a bit of a shock to the system! However, this is often a good time of year to review business before the start of a new calendar year.

In this newsletter we focus on how to change employee terms and conditions in order to respond to the changing needs of a business - this is a question we are asked frequently and it is important to get the process right and avoid tribunal claims.

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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This is where it can get tricky. If a meaningful consultation has been carried out and there is a clear and justifiable business need then the next step is to enforce the change. In employment law the only way to do this is to give any affected employee notice on their contract of employment following a fair dismissal process and then offer a new role on the revised terms and conditions.

Providing that there is a sound business reason for the change, and you have followed the legal process, the risk of an employee making a successful claim against you is low. If you are thinking about a business change and need support, or if you have been unable to reach agreement and need to enforce the change please do contact us for further support.

Introduction to Coaching Skills Training

We are re-running our popular course on 29 and 30 November at Leeds Enterprise Foundation!

Learn and practice the basic skills of coaching and enhance your ability to manage performance, motivate and empower your staff and colleagues.

[CLICK HERE for full info and to book](#)

Statutory Entitlements October 2016

(qualifying criteria apply)

Statutory Maternity, Shared Parental Leave, Paternity and Adoption Pay: £139.56 per week.

Statutory Sick Pay: £88.45 per week for up to 28 weeks.

The National Living Wage (NLW) from 1 April 2016:

Workers aged 25 and over: £7.20

The National Minimum Wage (NMW) from 1 October 2016:

Workers aged 21 to 24 years: £6.95

Workers aged 18-20: £5.55

Under 18: £4.00

Apprentice: £3.40*



About Green Light HR Solutions

Green Light HR Solutions is a North Leeds based HR Consultancy run by Antonia Nicholls and Julie Shimmin. We have experience of working with small businesses and understand the people management challenges you face on a day-to-day basis.

Julie and Antonia 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. All the work is performed by us. Our rates are competitive and we are keen to extend our client base. We are a small outfit who take pride in getting to know our clients and provide a high quality and bespoke service.

www.gl-hrsolutions.co.uk

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

We'd love to receive your feedback and thoughts on anything you'd like to see in future issues- info@gl-hrsolutions.co.uk

Please forward our newsletter to anyone you feel may be interested, or they can sign up via our website www.gl-hrsolutions.co.uk

*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.



If you have any questions on any of the issues above or any other employment or staffing matter please get in touch;

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Antonia and Julie

**Your People,
Our Expertise,
Combined Solutions**

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