

# Free contract & handbook review

## Coming soon - the Good Work Plan!

The Good Work Plan comes into force next year and we're helping organisations to prepare for the changes by updating their employment documentation.

### The changes include:

- Making sure that all new employees have contracts/statements of employment particulars in place from day 1 of employment.
- Including extra information in contracts/statements of employment particulars, such as details of any paid leave (like maternity or paternity leave), the duration and conditions of any probationary period and information about entitlements to any benefits.
- Calculating holiday pay using a reference period of 52 weeks rather than 12 weeks.
- Employment businesses will also need to give an agency worker, before they are engaged, a 'key information document' including information such as rate of pay, benefits, costs, deductions and fees and a statement which illustrates the remuneration which the individual seeking work can expect to receive.

**Why wait? Stay ahead of the game and get your documents updated now.**

## Employment contracts & handbooks

An employment contract, drafted specifically to meet your needs is an essential part of running your organisation - there is no such thing as a standard contract.

Alongside contracts, a comprehensive staff handbook includes policies and procedures that you expect your people to follow.

These documents are absolutely vital to assist with the smooth running of your organisation and protect against Tribunal claims. If there are issues, you'll be in a better position to manage them and reduce the time, cost and uncertainty caused.

We will take our time getting to know you. That way all documentation will be tailored to meet your needs and ready to protect your organisation.

## Everything changes...keep it under review

In addition to the Good Work Plan, there have been significant developments in the areas of flexible working and family friendly rights in the past couple of years.

Given these changes, it's important that you review existing employment documentation to make sure they're compliant and are updated if needed.

# Reduce the chances of Employment Tribunal claims

Since fees for bringing employment claims in the Employment Tribunal were abolished a couple of years ago, there's been a huge increase in the number of aggrieved employees bringing claims.

Whilst some of these can be serious and worthy of a claim proceeding to Tribunal, a large number could be avoided by having employment documentation in place to assist with the issue before the claim and increase the chances of successfully defending any claim that proceeds.

## Our offer

We'll review your employment documents free of charge and give you a fixed price for any updating that is necessary. If you would like to take advantage of this offer or you need any more information please do not hesitate to contact a member of our team.

## HR Audit

We can also offer a wider review of your employment and HR policies and procedures through our comprehensive HR Audit. If you're interested in finding out more, please contact a member of our team.

## Our team



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