

Head Office: 44 Alexandra Street, Southend on Sea, Essex, SS1 1BJ
 London Office: 519-523 Cambridge Heath Road, Bethnal Green, London, E2 9BU
 Telephone: 0800 783 2901

e-mail: enquiry@centraltraininggroup.com

website: www.centraltraininggroup.com



2018 EMPLOYER NEWSLETTER



CHRISTMAS CLOSURE – advance warning!

Please note that our Southend Hairdressing training centre will be closed for apprenticeship training from Mon 10th Dec '18; our London training centre (JG) from Tuesday 4th Dec. Adult groups (Southend) will continue training until 17th December. All college training begins again on Monday 7th Jan 2019.

WORKPLACE RIGHTS IN A 'NO-DEAL. BREXIT



Are you worried about a 'No-Deal Brexit? Government guidance published on 23rd August 2018 confirms that there will be no overall changes to workplace rights in the event of a 'no deal' Brexit.

The technical notices state that rights derived from EU law (such as annual paid leave and other working time rights, family friendly rights, protection from discrimination, harassment and victimisation and from less favourable treatment for agency, part-time and fixed term workers) will continue to apply after March 2019.

There are only two areas of change specified:

- * employees working for a UK employer outside of the UK may not be protected in the event of their employer becoming insolvent
- * no new requests may be made to set up European Works Council in the UK after that date.

Full Government Guidance can be viewed at <https://www.gov.uk/government/publications/workplace-rights-if-theres-no-brexite-deal>

Useful contacts:

HSE website: www.hse.gov.uk
 Health and Safety Executive Info line: 0845 345 0055
 Hairdressing Council: <http://www.haircouncil.org.uk>
 Fire Safety: <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>
 Pay and Work: www.gov.uk/national-minimum-wage-rates

DO YOU NEED AN APPRENTICE OR ADVICE ABOUT WHAT YOUR RIGHTS ARE WHEN TAKING ON AN APPRENTICE?

Contact our friendly Recruitment Team on

0800 783 2901  0800 783 2901

 Please note: Central Training Group accept no liability for any information provided in this Newsletter or given over the telephone. Information provided is for general guidance only and you should seek professional advice and guidance in specific and individual cases.

WINNERS OF THE 2018 PHOTOGRAPHIC COMPETITION



Congratulations to all the winners of this year's photographic completion and their salons:

What's Hot

Year 1- Gabrielle Gridley (Novo)
 Year 2- Charlotte Keats (Clipso)
 Year 3- Jessica Robinson (Andrew Jose)

Avant Garde

Year 1- Graziella Lliquori (Giannasso Hair and Beauty)
 Year 2- Shannon Leftwich (DG and Co)
 Year 3- Karen Zer Aviv (JG Academy)



NATIONAL LIVING WAGE/MINIMUM WAGE – CURRENT RATES

The current minimum wage and the rates effective from April 2019 are shown below:

	Current rate	Rate from 4/19
Workers aged 25 and over	£7.83	£8.21
Workers aged 21 to 24	£7.38	£7.70
Workers aged 18-20	£5.90	£6.15
Workers under 18	£4.20	£4.35
Apprenticeship rate *	£3.70	£3.90

** The Apprenticeship rate is effective for all apprentices under 19, or 19 and over and in the first year of their apprenticeship. Learners who are over 19 and in the second year of their apprenticeship have to be paid the relevant minimum wage.

For further information and advice on the minimum wage, visit: www.gov.uk/national-minimum-wage-rates

PAY SLIP CHANGES FROM APRIL 2019



Get ready now for pay slip changes that will be coming into force when the Employment Rights Act 1996 changes on 6th April 2019.

From that date employers must include the total number of hours worked where the pay varies according to the hours worked – for example, under variable hours or zero hours contracts. Payslips must also be given to 'workers' and not just employees.

A useful website to visit outlining the changes is <https://www.personneltoday.com/pr/2018/02/employers-will-provide-itemised-payslips-april-2019/>

ABOLITION OF CHILDCARE VOUCHERS



The workplace childcare voucher system and the directly contracted childcare scheme (childcare provided by the employer) are closed to new entrants from 4th October 2018.

The schemes' closure, due on 5th April 2018, was delayed by 6 months due to a vote in Parliament.

The abolition is among changes made as part of the rollout of universal credit. The employer-backed vouchers are to be replaced by a new system of tax-free childcare, entitling families to claim up to £2,000 per child.

Visit <https://www.gov.uk/help-with-childcare-costs/universal-credit> for more information about childcare payments under the universal credit scheme.

MANAGING PERFORMANCE ISSUES



If you need to manage a performance issue with a member of staff, make sure you follow correct procedures.

In most cases you should talk to the member of staff and issue an improvement note (not a written warning). The note should set out the improvements needed within a set time (e.g. with the help of training or on the job coaching) and spell out the consequences of failing to improve. (However, if the employee cannot give a satisfactory explanation for errors and if the impact is critically harming the business or you fear it is likely to do so, you may feel it is fair for a first offence to go straight to a final written warning).

If there is insufficient improvement in the specified set time and you have provided measures to help the employee to improve, then you should issue a final written warning.

If performance has still not improved satisfactorily then you can then go to dismissal or 'action short of dismissal' (e.g. demotion or transfer to another part of the business (depending on what is permitted in their written statement of terms and conditions of employment)).



MANAGING CONDUCT ISSUES

If an initial chat with the member of staff does not work you would normally issue a first written warning saying what the problem is, the change in behaviour needed, and how long the warning will last (usually 6 or 12 months).

If the offence is serious or there has not been the required change in behaviour within the time specified, or further behaviour of a similar kind has happened, you will need to issue a final written warning. The final written warning should be for a set time, state the changes required and specify that further misconduct could lead to dismissal.

If the conduct still fails to improve, you can dismiss the member of staff or consider action short of dismissal (see above).

Gross misconduct (e.g. behaviour that is serious enough and possibly criminal. Illegal drug use at work, being drunk while on duty, stealing, sexual harassment, etc.) may call for dismissal for a first offence.

ACAS provide excellent advice and guidance and sample letters that you can use. Visit <http://www.acas.org.uk/index.aspx?articleid=1774>



FIRE SAFETY

With winter fast approaching, make sure your heating appliances have all been safety checked.

In particular:

- Ensure adequate smoke alarms are installed and are tested each month.
- Ensure you have an up to date fire escape plan and hold fire drills with your staff at least twice a year
- Keep fire exits clear and emergency equipment available
- Keep your workplace as clutter-free as possible.
- If a fire occurs make sure your staff know that they should GET OUT, STAY OUT and CALL FOR HELP

ENQUIRY INTO SEX DISCRIMINATION



The House of Commons Women and Equalities Committee is collecting evidence on how well the Equality Act 2010 is working.

The Committee has already made a number of recommendations, following enquiries into pregnancy and maternity, transgender and older worker discrimination, workplace sexual harassment and other issues covered by the Act. These include:

- Extending time limits for pregnancy/maternity and sexual harassment claims
- Increasing the use of the EHRC's enforcement powers
- Increasing regulators' involvement in tackling discrimination in regulated organisations.

The deadline for submissions to this enquiry was 5th October 2018. Full details can be found at:

<https://www.parliament.uk/business/committees/committees-a-z/commons-select/women-and-equalities-committee/inquiries/parliament-2017/enforcing-the-equality-act-17-19/>

ARE THERE TIMES WHEN AN EMPLOYER IS PERMITTED TO TREAT AN EMPLOYEE LESS FAVOURABLY BECAUSE OF THEIR SEX?



Yes, but only if an employer can demonstrate that s/he needs a particular sex in order to do a certain job. This is known as an occupational requirement and does not count as discrimination.

An example of where this may apply is if a counsellor is needed in a women's refuge. An employer could argue that their clients are all women who have experienced domestic violence by men, and would therefore only want to talk to another woman about it.

In some circumstances, an employer recruiting for a job in an organised religion could insist on only employing someone of a particular sex.

For example, the employer of a religious minister may be able to argue that they can only employ a man in order to avoid offending the religious convictions of its followers. They may also be able to argue that they can't employ a transsexual person or a gay man for the same reasons.

Online free advice on all areas of discrimination can be found at: www.citizensadvice.org.uk/law-and-courts/discrimination