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Petandr Goes Live!

Although we call ourselves “Pete-ar”, some people refer to us as “pet-and-ar” We reflect this in our new website. www.petandr.co.uk went live on the 17th of June.

In keeping with our philosophy of *practical simplicity* the site is easy to navigate and information is accessed via drop down facilities so you only look at information you want and don't have to scroll through pages and pages you don't want.

There are separate areas for all the key activities within our name as well as information about us and our associates and a calendar of important dates.

New additions to the website include the Resources and Courses sections. Here you can buy resources or book a place on a course through the website using your credit card through PayPal. We haven't forgotten those who don't want to, or can't, use this method, as there are also downloadable forms which you can post to us with a cheque or Purchase Order Number.

Thanks to James and Adam at Koodoo Creative for all their hard work. We also want to thank Paul at Pearsons for doing such a great job on our new banner stands.

The Practical Simplicity Guide To.....

Pet&r offers a wide range of HR and training services but we are conscious that sometimes all someone wants is some practical and simple advice on particular areas which they can refer to when required. To this end we have developed The Practical Simplicity Guide To..... series of resources.

These are available to purchase from our website as PDF downloads, which you can save to your computer, and cover a wide range of topics with new ones being added over time. The following titles are currently available:

Starting a Business

Policy and Procedure Development for Small Businesses

PQQ's and Tender Documentation

Environmental Responsibility for Small Business

Corporate Social Responsibility for Small Business

The guides give advice and ideas to help you stay legal, improve business efficiency, improve your scores when tendering for business, particularly within the public sector and create a positive business image.

Titles to watch out for in the future include:

Event Management

Sustainable Development and The Managers Year Book

Why not send us your own suggestions for further titles by e-mail to:- lynne@petandr.co.uk.

Open Courses

Title: Handling People Problems
Date: 2nd October 2008
Venue: Morton Park Business Training Centre, Darlington
Cost: £225 plus VAT

There is no such thing as a 'Problem Person', only problem behaviours, and we can help you change them.

This one day workshop is for potential or new managers, supervisors, or team leaders, or others who want to refresh their knowledge of how to tackle performance or other problems in their team. We will cover simple ways to describe and analyse problems, creating and selecting options, and choosing practical solutions.

Title: Presentation MasterClass
Date: 23rd October 2008
Venue: Middlesbrough Teaching and Learning Centre, Middlesbrough
Cost: £225 plus VAT

Presenting to others is one of the most challenging yet important tasks at work, and most people feel that they “could do better”. First impressions are more important than ever, and the ability to get your message over effectively and convincingly is essential in order to bid, secure, and sustain business or funding.

This course aims to provide new and experienced presenters with the chance to explore why some presentations are effective and others are not. Participants can show each other what they can do, then get sympathetic feedback and share tips to develop further.

For a booking form or further information please visit the Courses section of our website or e-mail lynne@petandr.co.uk



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New Employment Legislation

There are 2 key pieces of legislation going through Parliament this year which are significant to anyone who employs staff: the Employment Bill 2007-2008 and the Equality Bill.

The Employment Bill aims to receive Royal Assent later this year and contains proposals to reform existing law covering industrial relations and employment protection.

It aims to change relevant labour law to ensure compliance with European Court of Human Rights judgements, clarify and strengthen employment agency standards and clarify and strengthen the framework for the National Minimum Wage.

One of the most significant parts of the bill is the proposal to replace the current statutory dispute resolution procedures for grievance and discipline with a new non-regulatory system.

ACAS have produced draft guidelines for this process which is under consultation so visit their website www.acas.org.uk for more information etc.

The Equality Bill aims to make discrimination law, which is currently found in 9 major pieces of legislation, easier to interpret. It hopes to harmonise existing legislation as well as update and extend provision where appropriate.

Key areas within the bill include the proposals to adopt a common test for the defence of objective justification in indirect discrimination cases and remove the list of 'capabilities' within disability legislation to allow for those suffering mental impairments to bring claims.

The bill also stresses that public procurement must consider the need to promote equality giving companies with a strong equality and diversity record will have an advantage when tendering for public sector contracts.

For more information on this bill go to www.equalities.gov.uk.

Facilitation is.....

..... hard to pronounce, let alone define. In June Peter brushed up his own facilitation skills then worked with a team of change champions to give them the skills and techniques to make groups work well.

How many times have you sat in meetings with the debate going round and round, people misunderstanding one another, and failing to tackle the real issues?

With facilitation skills this team were now able to help colleagues:-

- Find the right questions to ask;
- Give each other good feedback to aid shared understanding;
- And use techniques "beyond flipchart" to analyse issues and solve problems much more quickly than before.

For more information e-mail:- peter@petandr.co.uk.

Employee Representation in Hull

CIPD In-Company Solutions commissioned Peter to deliver training for one of their clients on the Information and Consultation Regulations 2004 which (since April this year) apply to all companies with more than 50 employees.

The mission was to train 10 employee representatives, so that they knew what to expect and felt confident about handling their first Employee Forum meeting. A good day was had by all, tailored specifically to the needs of their own in-house scheme, and looking at issues that they would face for real in their company.

For a practical, focused and cost effective approach to a wide range of HR issues leading to real and sustainable change in workplace culture.

If you would like to know more about our work, please visit the web-site or contact us.

Stop Press

The National Minimum Wage (NMW). From October 1st 2008, the NMW will increase for eligible workers. For those aged 22 and over it will rise to £5.73 an hour, those aged 18-21 it becomes £4.77 and for under 18, but above compulsory school age, it rises to £3.53

Additional Maternity Leave and Adoption Rights From October 1st 2008 employees who satisfy certain date requirements and who wish to exercise their right to additional maternity leave or additional adoption leave will have the same non-pay contractual benefits as during ordinary maternity leave or adoption leave.

Occupational Pension Schemes

From October 1st 2008 new regulations and guidance will set out how to calculate the cash value of a pension when a member of an occupational pension scheme wants to transfer to another scheme.

Courses and Services offered

HR Consultancy, Research, Advice & Guidance; Policy & Strategy Development; Management Coaching & Mentoring; IIP Support & Corporate Action Planning.

Leadership, Management, & Supervisory Development; Customer Care & Interpersonal Skills; Equality & Diversity Training; Conflict Resolution, Harassment & Bullying.

Work Team Health Checks and Repair Clinics, Recruitment Training, Interviewing and Selection Testing, Mental Toughness.

Public Consultation, Social Research, & Event Management. Sustainable Development and Sustainable Lifestyle Training, Volunteer Development.