

# Save £s on employment law

BERR (Department for Business, Enterprise and Regulatory Reform – formally the DTI) has launched an Employment Law Guidance Programme to help businesses better understand what they need to do to comply with employment law and, in doing so, to save time and money. The Programme has been devised to help meet the BERR Simplification Plan commitment to reduce employment law admin burdens by £365m p.a. by May 2010.



**Your hands won't feel tied  
If you know the law!**

The guidance will help businesses to find ways to simplify the process of employing people, whether these are micro, small or medium-sized businesses, hiring their first employees or just trying to refine their processes. The programme offers free guidance on specific ways in which employers can reduce their employment admin and produce the documents they need for free. These include:

- **Developing written statements of particulars / terms & conditions** - The Statement writing tool takes 25 minutes to complete and provides a bespoke and legally reliable statement:  
[www.businesslink.gov.uk/writtenstatement](http://www.businesslink.gov.uk/writtenstatement)
- **Maintaining national minimum wage records** - As long as national minimum wage information is included as part of the overall payroll records, employers don't need to keep any further records - states BERR
- **Managing working time records** - BERR has made a simple and legally-compliant proforma opt-out agreement available at [www.businesslink.gov.uk/workingtimeflowchart](http://www.businesslink.gov.uk/workingtimeflowchart) where employees have agreed to work more than the standard 48 hours
- **Responding to flexible working requests** from eligible employees - BERR has created a simple proforma notification:  
[www.businesslink.gov.uk/flexibleworkingschemes](http://www.businesslink.gov.uk/flexibleworkingschemes)
- **Dealing with parental leave** - resources can be found at [www.businesslink.gov.uk/employingpeople](http://www.businesslink.gov.uk/employingpeople)
- **Managing redundancy pay** - A guide on making redundancies at [www.businesslink.gov.uk/redundancycalculator](http://www.businesslink.gov.uk/redundancycalculator) permits employers quickly and reliably to make complex calculations of the statutory redundancy payments due to employees

## Are you up to date on employment law?

Take this short quiz to test your knowledge on employment law.

1. Minimum **statutory holiday entitlement** will be increased on 1 April 2009 from 24 days to:
  - a. 25 days
  - b. 28 days
  - c. 30 days
2. **Maternity pay** - In April 2007 government extended maternity pay to nine months, but in April 2010 they intend to extend it to:
  - a. 10 months
  - b. 11 months
  - c. 12 months
3. **National minimum wage** for employees aged 22+ will increase on 1 October 2008 from £5.52 to:
  - a. £5.60
  - b. £5.69
  - c. £5.73
4. **Statutory maternity and paternity pay** on the 6 April 2008 increased from £112.75 to:
  - a. £113
  - b. £117.18
  - c. £119.19
5. Within what period must an employer issue an employee with a written **contract of employment**?
  - a. 1 week
  - b. 4 weeks
  - c. 8 weeks
6. Does an employer have to pay an employee during their **jury service**?
  - a. Yes
  - b. No
7. What length of **uninterrupted break** is a worker entitled to (when daily working time is more than six hours)?
  - a. 10 minutes
  - b. 20 minutes
  - c. 30 minutes
8. The **state pension age** for a woman (currently 60) will increase in 2020 to:
  - a. 62
  - b. 65
  - c. 68
9. Are **pregnant employees** entitled to paid antenatal care (which includes medical examinations, parentcraft classes and relaxation classes)?
  - a. Yes
  - b. No

Answers: 1:b, 2:c, 3:c, 4:b, 5:c, 6:b, 7:b, 8:b, 9:a



**UK businesses are over-complying by £22m per year with unnecessary records-keeping associated with the national minimum wage.**

Source: BERR

<b>Employment Law</b>	<a href="http://www.direct.gov.uk/en/Employment/index.htm">www.direct.gov.uk/en/Employment/index.htm</a> <a href="http://www.businesslink.gov.uk/employingpeople">www.businesslink.gov.uk/employingpeople</a> Free business support helpline for PPMA members: T +44 (0) 8445 618133
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# Measures to improve the energy performance of our buildings

According to Communities and Local Government, commercial buildings and public properties are responsible for nearly 25 per cent of the UK's energy consumption and carbon emissions.

To combat this, the European Union published the Energy Performance of Buildings Directive (EPBD) with the overall objective to: *promote the improvement of energy performance of buildings within the Community taking into account outdoor climatic and local conditions, as well as indoor climate requirements and cost-effectiveness.*

## Energy Performance Certificate (EPC)

By October 2008 all buildings whenever sold, built or rented will need an Energy Performance Certificate (EPC). An EPC informs the buyer or tenant of the physical energy performance of the building according to a rating of A-G, a bit like your dishwasher or fridge freezer. The certificate was phased in from April 6 2008 when buildings with a total floor area of more than 10,000sq m required one. From July 1 2008, it extended to buildings with a total floor area greater than 2,500sq m. From 1 October 2008 all remaining commercial buildings will require an EPC on sale, rental or upon construction. The certificate lasts for 10 years (or until a newer certificate is phased in).

### What do you need to do?

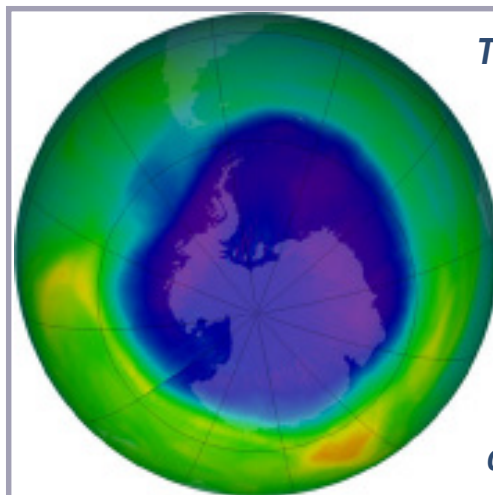
You will need to find an accredited EPC assessor to survey your property portfolio and produce the certificate. This typically involves looking at floor plans, surveying the building, constructing a computer building energy model, making recommendations and registering the certificate with the government's online database.

## Display Energy Certificates (DEC)

From 1 October 2008, all buildings over 1,000sq m which are owned by public authorities, or which are frequently visited by the public, will need to clearly display an energy certificate (DEC) for all to see. To comply with this directive, all relevant buildings need to have started collecting energy data as from September 2007, since they need to have a year's worth of data in place. The requirement for Display Energy Certificates comes into effect from 1 October 2008.

### What do you need to do?

You need to ensure you have invoices and meter readings for all the energy used by your building, so your carbon emissions can be calculated. You will also



**The ozone hole over the Antarctic covers 9.7 million square miles – just larger than the size of North America. In the 1970s the hole did not exist.**

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need to calculate the usable floor area of your building. Each building affected by this new directive will have to be assessed once a year.

*It is advisable to contact an EPC assessor as the penalty for failing to make an EPC available to any prospective buyer or tenant when selling or letting non-dwellings is fixed, in most cases, at 12.5% or the rateable value of the building, subject to a minimum penalty of £500 and a maximum of £5,000. There is a default penalty of £750 where the formula cannot be applied.*

## How can the PPMA help?

**To assist members to meet EPBD requirements the PPMA has partnered with Inenco, an energy and utility consultancy who have over 150 staff and 40 years experience in their field.**



As well as dealing with specific requirements (e.g. EPC certification), Inenco provide an energy procurement service which aims to maximise an organisation's energy efficiency. They operate an energy trading team, who buy energy directly from the wholesale market. For the largest clients an individual trading strategy can be created matching the needs of the organisation. For organisations with smaller requirements, their energy needs are combined with those of other companies to make blocks of sufficient size to allow them to be traded. This delivers a risk managed approach to purchasing which can reduce the impact of market volatility. The critical requirement is to join the scheme as far in advance of the delivery date as possible to allow the traders the maximum time to seek pricing advantage.

*PPMA members using Inenco's service will receive preferential rates. For more information, please contact Christine Jordan*

**i EPC / DEC**

www.communities.gov.uk  
www.diag.org.uk  
www.inenco.com

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