

Business Information Sources January 2014

This fact sheet has been compiled by ACA to help its membership find suitable information regarding various business practice queries. The listing should not be taken as ACA recommendations, they are suggested areas for exploration on the various subjects itemised and it is up to individual members to assess whether or not the information yielded by the various websites is appropriate to requirements.

Employment Information

The Disability Discrimination Act	https://www.gov.uk/definition-of-disability-under-equality-act-2010	Basic description and links to the act itself and where to purchase guidance
Disclosure of Convictions	https://nationalcareersservice.direct.gov.uk/advice/planning/Pages/convictions.aspx	Advice from the national careers service
	http://www.nacro.org.uk/data/files/nacro-2007031500-181.pdf	Government advice for offenders starting work
Maternity Rights on or after 6.4.2003	https://www.gov.uk/maternity-pay-leave	Advice on statutory maternity pay
	http://www.hmrc.gov.uk/payerti/employee/statutory-pay/smp-overview.htm	Advice from the HMRC
Disciplinary and dismissal procedures	http://www.adviceguide.org.uk/england/work_e/work_problems_at_work_e/dealing_with_disciplinary_action_and_dismissal_at_work.htm https://www.gov.uk/taking-disciplinary-action http://www.acas.org.uk/index.aspx?articleid=2179 https://www.gov.uk/disciplinary-procedures-and-action-at-work	Statutory disciplinary procedures Employers procedures ACAS's guide on what you must provide as an employer Employees procedures
National Minimum Wage	https://www.gov.uk/national-minimum-wage-rates http://www.hmrc.gov.uk/payerti/payroll/pay-and-deductions/nmw.htm	HMRC guidance
Employing children and young people	http://www.adviceguide.org.uk/wales/work_w/work_young_people_e/young_people_and_employment.htm	

	https://www.gov.uk/child-employment/minimum-ages-children-can-work	
Working time regulations	http://www.acas.org.uk/index.aspx?articleid=1373 https://www.gov.uk/maximum-weekly-working-hours	
Working time regulations - holidays	https://www.gov.uk/browse/working/time-off	Basic guidance including holiday pay and allowance calculations
TUPE	https://www.gov.uk/government/publications/draft-transfer-of-undertakings-protection-of-employment-tupe-regulations-2013 http://www.tssa.org.uk/en/Your-union/your-workplace/employment-rights/tupe-a-guide-to-the-regulations.cfm	New draft guidance as of Oct 2013. Guidance from TSSA
Controlling absence	http://www.hse.gov.uk/sicknessabsence/ http://www.cipd.co.uk/hr-resources/factsheets/absence-measurement-management.aspx	
Redundancy	https://www.gov.uk/browse/working/redundancies-dismissals http://www.acas.org.uk/index.aspx?articleid=1365	
Managing Performance	http://www.acas.org.uk/index.aspx?articleid=2927 http://www.cipd.co.uk/hr-resources/factsheets/performance-management-overview.aspx http://www.businessballs.com/performance_management.htm	
Time off for dependants	https://www.gov.uk/time-off-for-dependants/your-rights http://www.acas.org.uk/index.aspx?articleid=3235	
Home working	https://nationalcareersservice.direct.gov.uk/advice/planning/Pages/home-working.aspx http://www.hse.gov.uk/pubns/indg226.pdf https://www.gov.uk/flexible-working/overview	HSE guidance

Disclosure code of Practice/ Employee information	http://ico.org.uk/for_organisations/data_protection/topic_guides/employment	
Fixed Term Employees	http://www.cipd.co.uk/hr-resources/employment-law-faqs/fixed-term-work.aspx https://www.gov.uk/fixed-term-contracts	
Flexible working	https://www.gov.uk/flexible-working/overview http://www.acas.org.uk/index.aspx?articleid=1616	
Statutory TU recognition	http://www.industrialcourt.gov.uk/index/statutory-duties-and-types-of-applications/statutory-recognition-and-derecognition-of-trade-unions.htm	
Long term sickness absence	https://www.gov.uk/taking-sick-leave https://www.gov.uk/statutory-sick-pay	
Writing terms and conditions of employment	http://www.acas.org.uk/index.aspx?articleid=3251 https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars	
Race relations act	http://www.yourrights.org.uk/yourrights/right-to-receive-equal-treatment/race-discrimination/	
Checking workers are eligible to work in the UK	https://www.gov.uk/legal-right-work-uk	
Workplace pensions	https://www.gov.uk/workplace-pensions-employers http://www.thepensionsregulator.gov.uk/employers.aspx	Information for employers
Employing Students	http://www.architecture.com/Files/RIBAHoldings/PolicyAndInternationalRelations/Policy/Employment/EmploymentPolicy.pdf	RIBA policy guidance

Legal Protection

Copyright	http://www.ipo.gov.uk/types/copy.htm http://www.ipo.gov.uk/types/copy/c-manage.htm http://www.ipo.gov.uk/types/copy/c-abroad.htm http://www.ipo.gov.uk/nda.pdf	Intellectual Property information Non disclosure agreements
-----------	--	--

Finance

VAT	http://www.hmrc.gov.uk/vat/start/introduction.htm	HMRC guidance
-----	---	---------------

Self employment, partnerships and companies	https://www.gov.uk/business-legal-structures/overview	
Debt collection	https://www.gov.uk/late-commercial-payments-interest-debt-recovery https://www.gov.uk/browse/tax/court-claims-debt-bankruptcy	Late payments and interest Recovering your debts in court
International Work	http://www.hmrc.gov.uk/international/abroad.htm https://www.gov.uk/international-trade-in-services-import-and-export-regulations	
New businesses	http://www.hmrc.gov.uk/newbusinesses/	Information from the HMRC
New Partnerships	http://www.hmrc.gov.uk/partnerships/	Information from the HMRC

H&S

The basics	http://www.hse.gov.uk/simple-health-safety/	What you must do
H&S law	http://www.hse.gov.uk/pubns/law.pdf	What you must give your employees
HSE leaflets and information	http://www.hse.gov.uk/pubns/index.htm	
Risk assessment	http://www.hse.gov.uk/risk/	
Welfare needs	http://www.hse.gov.uk/pubns/indg293.pdf	
HSE CDM	http://www.hse.gov.uk/contact/faqs/cdm.htm	
Site waste management plans	https://www.gov.uk/site-waste-construction-plans http://www.smartwaste.co.uk/ http://www.wrap.org.uk/content/site-waste-management-plans-1	

Personnel

Grievance	http://www.adviceguide.org.uk/england/work_e/work_problems_at_work_e/dealing_with_grievances_at_work.htm https://www.gov.uk/solve-workplace-dispute/formal-procedures	An introduction to the basics Procedures
-----------	--	---

Data protection	http://ico.org.uk/for_organisations/data_protection/the_guide http://ico.org.uk/for_organisations/data_protection	A guide How to comply
-----------------	--	------------------------------

Skills and Training

CPD Plans	http://www.cipd.co.uk/cpd/guidance/examples-templates.aspx http://www.acas.org.uk/media/pdf/g/7/Acas_how_to_manage_performance-accessible-version-Nov-2011.pdf https://www.gov.uk/disciplinary-procedures-and-action-at-work/disciplinary-hearings	Sample plans Managing performance Disciplinary action
Director training	http://www.iod.com/developing/courses http://www.hse.gov.uk/pubns/indg417.pdf	A guide HSE information

Please note, the information provided is accurate as of January 2014. It will be updated and set to the membership as and when updates of interest are found. If any member finds a site of interest, please contact the ACA office with the details.