

EMPLOYMENT CONTRACTS – THEIR IMPORTANCE AND WHAT TO INCLUDE

WEDNESDAY 11th November 2015

4pm-6pm

**Bournemouth and Poole College
North Road Campus, Parkstone, Poole, BH14 0LS**

Speaker: Nicky Cooksley – HR & Training Doctor Ltd.

The Employment Rights Act 1996 Section 1 obliges all employers to provide their employees with a written statement setting out the main terms of employment. A written Statement of Particulars however only covers the bare minimum that an employer must give in order to comply with this legislation and isn't technically the same as a written Contract of Employment, because it doesn't have to record all the terms of employment, just the main ones.

A well written and enforceable Employment Contract is far more robust than a Written Statement of Particulars, setting out the rights and obligations and offering far greater levels of protection to both parties, reducing the risk of disputes both during and after employment has ended.

In this free session, we welcome back **Nicky Cooksley of HR & Training Doctor Ltd** to speak about Employment Contracts including:

- Forming the Employment Contract – when does this happen?
- Written Statements of Particulars and Employment Contracts – key differences
- Statutory information to include
- Key additional clauses to consider including
- Different types of contract – fixed term, term time only, zero hours, annualised hours
- Restrictive covenants
- Discretionary or Contractual entitlements
- Amending contracts – process to follow
- Beware – Contractual changes that can come about through custom and practice

There will also be an open floor Question & Answer time at the end of the session where you will have the opportunity to ask Nicky for advice on any HR or employment related issues that you have.

As well as being an experienced HR Consultant, Nicky is well known for her ability to make talks about rather heavy topics both interesting and easy to understand.