

# Be<sup>®</sup> Brief...



Temporary & Permanent Recruitment  
Recruitment, Training & HR Solutions

November 2007

## Welcome



I am delighted to welcome you to our first edition of **BE BRIEF** – the bi-annual newsletter of award winning **Be Personnel**.

As a company who prides itself on delivering a first class level of customer service, we felt we are now at the stage of our development where a concise and informative communication tool would be beneficial to our expanding client base – Hence **BE BRIEF**.

Our first 15 months of trading has been excellent achieving a turnover in excess of £3M. Complimenting this growth, we have expanded our senior management team with key people who bring a wealth of experience and skills in order to continue our growth strategy. We are also currently working towards ISO which we hope to be awarded accreditation in December '07.

The “icing on the cake” was definitely being awarded The Most Successful Newcomer Agency 2007 at the inaugural Scottish Recruitment Awards held in May (see inside article).

This 1st edition, I hope, will be warmly received by both our valued customers and potential clients. It is designed to deliver sufficient newsworthy topics that will inform and keep you updated on our development, legislation changes and industry snippets, packaged in a short reader friendly format that can be quickly and easily digested.

Published twice a year, we welcome your comments and look forward to continuing to deliver your recruitment, HR and training requirements.

Angela Brunton - *Managing Director*

## Stop Press

Trade Unions call for Gangmaster License regulations to be extended to other sectors such as Care Homes (see article on [www.rec.co.uk](http://www.rec.co.uk))

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Be Personnel is delighted to announce that we can now offer a Polish translation service at very competitive rates. Please call Angela on **0131 556 9066** to discuss your needs and to obtain a quote at special introductory rates.

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## Be Prepared...

In future editions of *Be Brief* we will bring you advance warning or simply progress reports on a range of Employment Law topics and imminent changes including:

- Repeal of statutory dispute resolution procedures in 2009
- New proposals for dispute resolution (discipline, grievance, and dismissal)
- Data protection changes
- Immigration
- Working time

## Be Bites...

Two important changes to employment legislation introduced on **1 October** should now be implemented and forming part of the terms and conditions of all employees. In this first edition of **Be Brief** we take a look at what flexibility employers have for managing the changes initially.

The first change saw the minimum hourly rate increase to:

**22 years and over -**  
**£5.52** (Adult rate)

**18 to 21 years -**  
**£4.60** (Development rate)

**16 to 17 years -**  
**£3.40** (Youth rate)

The other was an increase in the minimum annual leave entitlement and of course both of them present an initial adverse financial effect for employers.

There may well however be benefits that will produce a much more positive outcome.

The additional leave, phased in from 1 October 2007 saw the minimum annual leave entitlement for full time workers increased from 20 to 24 days including bank/public holidays. The next increase in entitlement, to 28 days, due originally in October 2008 will now be delayed until April 2009 in response to employer concerns regarding increased costs.

Employers who may experience recruitment and/or training difficulties as a result of the increase will be able to pay workers in lieu of the extra holiday entitlement up to April 2009.

Around 6 million workers will benefit from the changes and potentially employers will see reduced staff turnover and absenteeism along with better productivity and higher morale. Additionally The Low Pay Commission will take account of the increase in entitlement when setting the national minimum wage rates next year.

To comply with the Employment Rights Act 1996 you must notify employees, in writing, of the increase in entitlement and this should have been done within one month of the change.

There are likely to be many questions relating to the change that will still arise and we will be delighted to offer further advice should you wish.



## Introducing the Senior Management Team...

Be Personnel would like to introduce its operational senior management team, namely:

### **Sharon Hewitt** Director of Operations

Sharon is responsible for the day to day running of our Edinburgh office and managing the recruitment requirements of our regional clients. Her key role is managing accounts within food processing, commercial and industrial sectors, while also identifying new business opportunities. Sharon brings over 25 years of 'front edge' Customer Service experience to the team and has already risen to the challenge by securing key accounts within the Edinburgh business community.

### **Sheila Graham** Director of HR and Consultancy

A Chartered Member of CIPD Sheila brings a wealth of experience as a highly regarded senior HR practitioner in both private and public sector. Formerly Head of Employee Relations for Royal Mail, Scotland and Northern Ireland she has most recently worked in food manufacturing. Recognised as an HR Generalist she will be delighted to support or advise on any aspect of People Management and Development.

### **Bernard Ivers** Training and Hygiene Manager

Bernard joins the team to deliver both Elementary and Intermediate Food Hygiene Training Courses after several years of experience with a large multi site manufacturer of quality meat products. He is approved by The Royal Environmental Health Institute of Scotland (REHIS) and having run a commercial cleaning business is also well qualified to undertake all forms of hygiene training across business sectors.

Angela Brunton comments, *"I am extremely pleased to have secured the services of these highly respected and experienced professionals to strengthen the senior team. All these appointments are key in Be's growth and development strategy of delivering reliable recruitment, HR Consultancy and Training Services."*

## Our First Business Award

Our first 15 months of trading was celebrated and endorsed by our industry, by us winning The Most Successful Newcomer Agency 2007 at the inaugural Scottish Recruitment Awards held on 31st May 2007 at a glitzy ceremony in The Crown Plaza Hotel, Glasgow.

Competing against a very strong field, the judging panel commented that "the company demonstrated excellent candidate care and has succeeded in a very challenging market". They also praised Be's team for their support package in helping European workers integrate into Scottish communities.

It was certainly an exciting event with over 500 people representing the Scottish recruitment industry, it got even more exciting when Be were announced as winners.

Role on the next 'gong'



Be Personnel would be happy to receive any comments or recommendations from our clients on this edition or our service in general. Please forward to [angela@bepersonneltd.com](mailto:angela@bepersonneltd.com) Thank You.

## Gangmaster Licence

Be Personnel have been successful in renewing, for another 12 months; their Gangmaster Licence audited and granted by The Gangmaster Licensing Authority (GLA).

As a major provider of skilled and unskilled temporary and contract labour to the Scottish Food Processing and associated industries, Be are proud to obtain this registration for the second year. They were one of the first independent recruitment agencies in Scotland to attain the licence in May 2006. The GLA licence became law in October 2006 with its main objective to safe guard the conditions and practices of large number of workers who provide essential manpower to the food, agricultural, fishing and associated industries. Being on the approved register is something we at Be are very proud of and is recognition of the high standards we work to.

## Registered Training Centre

Be Personnel are proud to announce they are now a Royal Environmental Health Institute of Scotland (REHIS) approved training centre. This prestigious accreditation allows us to deliver fully recognised training for Elementary and Intermediate Food Hygiene to any organisation or individual who during their normal duties, comes into contact with food and food preparation.

We are currently delivering Elementary Food Hygiene to a range of Scottish based businesses including manufacturing companies, restaurants, B&B's, pubs and food outlets.

The training is delivered by Bernard Ivers, Training and Hygiene Manager, who has a wealth of experience gained from several years within the food manufacturing sector.

Courses can be delivered in any location in Scotland or on clients' own premises, if there are sufficient numbers of staff to be trained at any one time. (minimum 10)

If you are interested in registering for one of these courses or wish full details of other accredited courses that we can deliver please contact Angela on:

**E: [angela@bepersonneltd.com](mailto:angela@bepersonneltd.com)**