

HR for Small Businesses: What you really need to know

Handling HR is critical to running a successful small business and managing a team, but can seem daunting when faced with a mountain of legislation and limited resources. Cranfield University Technology Park took a look at the key areas at our free business breakfast, to help SMEs in Milton Keynes and Bedfordshire get to grips with what they really need to know about HR.

Top Tips:

Paula Stuart, Employment Law Partner at Geoffrey Leaver Solicitors led the event and her presentation is available [here](#). Here are our own top tips from the seminar:

Recruitment

- Make sure there is a clear job description for the role at the outset and that recruitment decisions are based on ability alone

Contracts & Policies

- Start as you mean to go on with proper contracts and policies, which will stand you in good stead as your business grows
- New employees have a right to their 'particulars of employment' or Contract within two months
- A full staff handbook including guidelines on dress/ IT & social media policies, sickness and holiday procedures will ensure consistency and that all information is easily understood

Ongoing HR

- Think ahead when handling problems such as attendance or performance to give yourself the broadest range of options to manage the situation
- Start disciplinary processes early
- Maternity, paternity and shared parental leave is a complex issue which should be handled sensitively. Be aware of your obligations and the latest legislation

Apprenticeships:

To wrap up our event Anna Morrison provided an update on how an apprentice could be the answer to your HR needs. For the latest updates on the programme check out Anna's presentation [here](#).

Speaker:

HR for SMES: Paula Stuart

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Paula is also offering a one-hour free consultation to anyone who attended the event to discuss Employment Law for their own business.

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