

## INTRODUCTION TO

# Head Office

supporting your business piece by piece

**Head Office provides an innovative and effective way to ensure that your business complies with the legislative requirements of both Human Resources and Health & Safety.**

Keeping up with the ever changing legislations and pressures faced managing a team of staff is very expensive, particularly with the use of ad hoc employment lawyers and HR / health and safety consultants.

Head Office aims to reduce these expenditures through a monthly subscription which provides an insurance policy against the costs of an employee taking you to an employment tribunal and any award payouts. On a day to day basis, Head Office supports the business by providing updated guidance on new legislation and case law, a dedicated helpline staffed by HR legal experts and a contract / letter template builder which can be used both as a support mechanism for an existing HR team or as a part of an owner managed business where there is no dedicated HR resource.

### Key benefits include:

- **A safety net with our exclusive insurance policy that covers the costs of getting to tribunal and any award up to £250,000**
- **Minimising the risk to your cashflow (the average costs of attending a tribunal now stands at £9,500)**
- **Budgetary certainty without the need for adhoc HR consultants / employment lawyers**
- **Improved procedures resulting in increased productivity**
- **Easy access to commercial and practical legal advice**
- **More time to focus on managing your business**

**As part of the offer Head Office will provide an initial review of your current position with the aim of recommending the most appropriate solution for your needs.**

**Call us now on 0845 217 8650  
to speak to one of our expert advisers**

Ross House, Scott Harbour, Cardiff Bay, Cardiff CF10 4PJ  
E: [info@askheadoffice.co.uk](mailto:info@askheadoffice.co.uk) [www.askheadoffice.co.uk](http://www.askheadoffice.co.uk)

## Seminar schedule

**Our hugely successful half day seminars  
are relaxed and extremely informative.**

Free of charge to attend, they cover the essentials of your responsibilities as a business owner or manager to your staff. Small and friendly, we ensure that we talk individually to everyone that attends and if there are any burning issues, find a practical and commercial solution. If one of our legal advisers

can't advise you there and then we will arrange for you to see them at a later date. For dates and venues please drop an email to **seminars@askheadoffice.co.uk** or call on **0845 217 8650** and we will add you to our circulation list.

### Dates to note for early 2009

March	April
<p><b>19</b> PAYE/NIC payment for previous month's salary (or quarter if paying quarterly) to reach the Inland Revenue Accounts Office.</p> <p><b>29</b> British Summer Time clocks + 1 hour.</p> <p><b>End</b> Expect to receive a P35 employer's annual return from HMRC. Start preparing end-of-year returns.</p> <p><b>End</b> Start filling in employee details on their P11 sheets for the coming tax year. Register to use HMRC's PAYE Online for Employers service if you want to file or are required to send you end-of year returns online, to allow time for your user ID to reach you by post.</p>	<p><b>6</b> From this date there are a number of changes to the following:</p> <ul style="list-style-type: none"> <li>• Statutory Maternity Pay – first 6 weeks paid at 90% of the employee's average weekly earnings and the remaining 33 weeks at the lesser of 90% of their average weekly earnings or £123.06 per week (currently £117.18);</li> <li>• Adoption and Paternity Pay – the lesser of 90% of the employee's average weekly earnings or £123.06 per week;</li> <li>• Statutory Sick Pay increases from £75.40 to £79.15. The lower earnings limit will also rise from £90 per week to £95.</li> </ul>

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**www.askheadoffice.co.uk**