

Five Top Tips for Goal Setting and Achievement

2018 has already dealt business owners its fair share of challenges. Having coped with storms Eleanor and Emma, battled The Beast From The East and finally shaken off the Aussie Flu you may feel like starting the year all over again!

Whether you are trying to make up for lost time or focusing on your plans and budgets for the new financial year now could be a great time to set your goals and get your team motivated to achieve them. To help you along the way are our 5 top tips for goal setting and achievement:

1. Share your company goals and ambitions with the team

You can't expect them to be enthusiastic about your plans if they don't know what they are. On the other hand, giving them a shared sense of purpose will make sure they are all pulling in the same direction and working as a team.

2. Make sure everyone understands how they contribute to achieving your goals

If everyone understands how they fit in and how they contribute to the overall success of the company, they will feel valued and put in the effort required to get to the target.

3. Set clear objectives

All the talk is of **SMART** objectives: **Specific, Measurable, Agreed, Realistic** and **Time-bound**. Great if you can do it. The main thing is that people understand what good looks like in their role and how success will be measured.



4. Give regular feedback

Don't be frightened to talk to your team members. They want to know how they are doing and deserve a pat on the back if they are doing well. On the other hand, if they are wandering off course or not performing as required, you owe it to them to put them straight. How can they improve if you don't tell them the problem and give them chance to sort it out? Just make sure you stick to the facts – evidence and examples – and don't get personal or emotional.

5. Celebrate!

When things go well, make sure everyone knows and celebrate it in some way. Buy everyone lunch, have a party, or just get everyone together and say thanks.



Pennine
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Outsourced HR Services

Pennine Business Partners provide HR support, guidance and advice which is delivered by qualified and experienced professionals who understand your business. We work closely with our clients to ensure our advice is accurate, timely and above all practical.

Our support is tailored to help you manage your business the way you want to.

HR SUPPORT

We take the stress out of managing people. Whether you are taking on your first employee or have an established workforce, we can help you through the day to day challenges of managing people.

TRAINING & DEVELOPMENT

We provide specific training to help your employees become better managers. Our practical courses are tailored to your business and help your management team become even more valuable employees.

STRATEGIC HR

We help you focus on resourcing issues, the evolving nature of work and your workforce in the context of your growth plans and ambitions.



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Email us at: info@penninebusinesspartners.com

Fit For Work Scheme Scrapped!

As a result of low referral rates, the Fit For Work Service, which provides health assessments for employees at risk of long-term sickness absence has ended.

The service was launched in December 2014 but was never popular with GPs or employers. A recent survey in GP Magazine found that 65% of the 400 GPs questioned hadn't made a fit for work referral in the last year.

The DWP has yet to confirm if / what will replace the scheme – which would be good for us all to know before HR documentation needs amending.

AD:VENTURE – HR Workshops

We are delighted to be supporting the AD:VENTURE initiative which is a support programme aimed at start-up and young businesses that is being managed by the Leeds City Region enterprise team.

It's a wide ranging programme that offers a tailored mix of practical advice, coaching, focused events, academic support, incubation work space, finance brokerage, low rate loans and grants.

We delivered a workshop session on recruitment in February which was very well attended (despite the snow) and for which we received some very positive feedback.

We are delivering our 2nd workshop on 18th April which will focus on Employment Law. For more information about AD:VENTURE go to <http://ad-venture.org.uk>



AD-VENTURE



GDPR

When the General Data Protection Regulation (GDPR) comes into force on 25th May 2018, the UK's framework for holding and processing personal information will change substantially.

Many businesses may still not be aware of the new regulations and many more probably haven't started taking the necessary steps to ensure compliance.

While much of the focus will fall on the financial sector and the use of data for marketing purposes, there are clear obligations regarding HR activity.

We have produced an information guide for clients which looks in detail at the **GDPR implications for HR** – if you would like a copy please call us on **01484 841776** or email lynn@penninebusinesspartners.com



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Pennine Business Partners has worked closely with Pollards over the years to ensure they have the right contracts, documentation and procedures in place to support their business. When things get more complicated, we are able to provide detailed guidance as well as on-site support for meetings and consultations.

Pollards have produced a handy guide to moving home to help plan the move so things run smoothly. To get a copy of the guide or to find out more about their services contact **Danny Pollard** on **01422 839019** or email enquiries@pollardsmovingandstorage.co.uk

BREATHE HR

Silver Partner Status Achieved

We are delighted to have been awarded Silver Partner status by BreatheHR. Their online system centralises all your employee information in one easy to use system. We feel that the system forms an important part of the security and compliance requirements for HR information under GDPR.

To book
a free demo and
14 day trial contact
us on **01484 841776**
or email

lynn@penninebusinesspartners.com

Examiner BUSINESS AWARDS 2017

Employee of the Year

We were delighted to sponsor the Employee of the Year category at the Huddersfield Examiner Business awards in November

Three individuals were shortlisted and the worthy winner was **Rachel Dilley** from the Town Hall Dental Practice in Brighouse – she is pictured here with Lynn and the compere for the evening, BBC Look North's Harry Gration.



Major Changes to

CHILD CARE

Voucher Scheme

The government has just announced an extension to the childcare voucher scheme which was due to end on 6th April. Instead, employees will now have until October to join their employer's scheme.

Provided they have received a childcare voucher from their employer in the 52 weeks up to the scheme closure, employees already in the scheme will be able to continue to participate after the October deadline.

The childcare voucher scheme is being replaced by Tax Free Childcare (TFC) which was piloted in April last year. TFC doesn't require employer involvement because it puts the onus on parents to administer their own eligibility and account via the Government website. TFC has different eligibility thresholds so some parents may be worse off if they leave the childcare voucher scheme. Once they have moved across to TFC they won't be able to transfer back to the old voucher scheme.

<https://www.gov.uk/help-with-childcare-costs>

Pensions Auto Enrolment

The phasing-in period for pensions auto enrolment which started in October 2012 for the largest employers has now concluded and all employers should now be enrolling their staff into a workplace pension.

The end of the phasing in period sees the minimum contribution levels begin to rise. They have been static since the launch and the current rates remain until 5th April 2018 when they will increase – there is a further scheduled increase in April 2019.

Date	Employers Min Contribution	Staff Contribution	Total Minimum Contribution
Until 5th April 18	1%	1%	2%
6th April 18 to 5th April 19	2%	3%	5%
6th April 19 onwards	3%	5%	8%

Minimum Wage Rates Increase

The National Minimum Wage (NMW) is the minimum pay per hour that most workers under the age of 25 are entitled to by law.

The Government's National Living Wage (NLW) is the equivalent rate for most workers aged 25 and over. Both rates are set to increase – from April 2018 they will be:

NLW – 25 and Over	£7.83
NMW – 21 to 24	£7.38
NMW – 18 to 24	£5.90
NMW – Under 18	£4.20
Apprentice	£3.70

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