

acas working
for everyone

Role of Acas

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Agenda



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2 How can we help?

3 What topics do we cover?

4 Work with Black Country Employment Retention Team

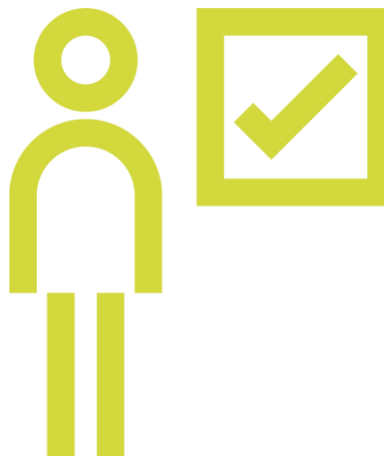
5 Q&A

acas Who Are Acas?



Who are we?

Our aim is to improve organisations and working life through better employment relations



Up-to-date

Confidential

Impartial

Independent

Practical

Who we are



To achieve it we:

We provide up-to-date information, independent advice, high-quality training and a range of services to help employers and employees solve problems and work together effectively



Who are we?



Prevent or resolve disputes
between employers and their
workforce



Provide information advice
and training



Settle complaints about
employee rights



Encourage people to work
together more effectively



acas How can we help?





- Your place or our place
- Flexible and tailored for you

- Easy access
- Immediate advice

Acas Helpline



- Quick
- Accurate
- Up-to-date advice
- Expert customer service team

Acas Website



- Up-to-date advice & guidance
- Full A-Z employment law
- Download Acas publications
- Sign up for e-learning

Conciliation

Collective conciliation helps parties in dispute to reach or make progress towards agreed settlements which they all find acceptable

Individual conciliation helps settle complaints about employee rights. From May 2014 an employee must notify Acas before making a tribunal claim. This is referred to as 'Early Conciliation'.

A notification to Acas first offers the benefit of a protected period where parties can concentrate on settling their difference rather than preparing for tribunal.



Benefits of conciliation

- Voluntary agreement by both parties, it's not imposed
- Conciliator is impartial
- Quicker and cheaper for both parties
- Fewer tribunal hearings
- Not in the public domain
- Less stressful for both parties
- (Almost) anything can be agreed through a legally binding agreement (COT3)



'Employer led' Conciliation

While commonly prompted through a potential or actual ET claim from the claimant (employee), the process can also be started by the employer.

If the employer (or employer and employee together) think that a situation could result in a legal risk, they can begin the conciliation process to assist them in finding agreement and creating a legally binding document to confirm it.

(Be aware – this doesn't create a 'protected period' that pauses the deadline to take a claim to tribunal)



acas What topics do we cover?



Contracts

- Written Statements
- Notice Periods
- Pay/wages
- National Minimum Wage/National Living Wage
- Changes to contracts

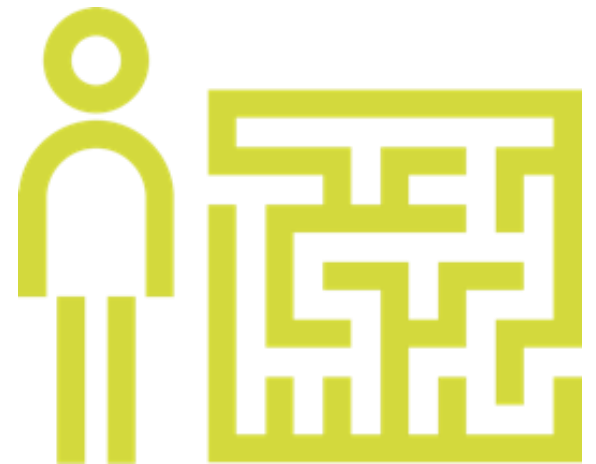


Working Time Regulations

- Working hours
- Limits on hours
- Minimum rest breaks
- Annual leave entitlement
- Annual leave pay



- Protected characteristics
- Types of discrimination
- Reasonable adjustments
- Positive Action
- Exceptions to the legal protections



Discipline and Grievance

- Reasonable process (code of practice)
- Investigations, right to appeal
- Unfair dismissal
- Wrongful dismissal



Other Employment Law/good practice topics

- TUPE (Transfer of undertakings)
- PIDA (whistleblowing)
- Mental Health and wellbeing
- Diversity and inclusion
- Family friendly rights (maternity, paternity, shared parental leave, etc)
- Flexible Working



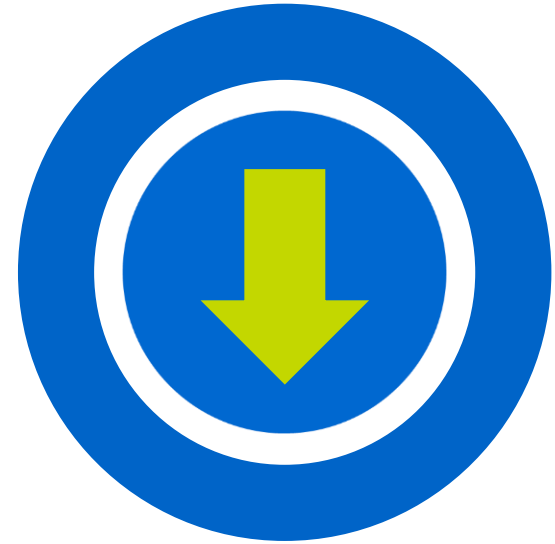
acas Work with Black Country Employment Retention Team



Regular Surgeries

We hold an advice 'surgery' every 2-4 weeks (depending on availability)

- Gives retention team opportunity to ask questions on employment law/good practice and talk through any tricky cases they may be dealing with, along with what options might be for their clients
- Gives Acas opportunity to provide advice, engage with our stakeholders, and identify any trends/common issues



Conciliation referrals

If the retention team are dealing with any cases where the employer and employee are looking to mutually part ways, they can refer it to us for conciliation.

Useful information for us to have to start this process:

- Names, addresses, contact details of both employer and employee
- Brief info of situation (so we can identify potential jurisdiction)
- Whether there's been any discussion on what the agreement might include



Common topics

Discrimination

**Pay
(especially
related to
sickness
absence/
suspension)**

**Right to be
accompanied**

**Options to
address issues**

acas Any Questions?



Further support



In-company
training

Website
[acas.org.uk](https://www.acas.org.uk)

Advice

Tools and
templates

Mediation

Helpline
0300 123 1100

E-learning

Conciliation

Workshops
and projects

My contact details



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