

## CILCA Session three recap notes

Today we covered LO8 LO21 LO22 and LO23

### LO8

- This is two annotated documents – written statement of employment particulars & Equality and diversity policy. Remember to use bullet points on page 8 of your portfolio guide
- Refer to protected characteristics in your equality and diversity policy and ensure it covers all not just employees.
- <https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars> useful website  
<https://www.legislation.gov.uk/ukpga/1996/18/contents>

See 11 Acts referenced below

### LO21

- This is either an annotated council document eg project plan, or a written explanation (remember word count 500)
- If doing a written explanation it should be about the management process not the actual project.

### LO22

- Useful resource – Being a good employer
- Remember word count 500 across 22.1 and 22.2
- This is an explanation and Professional development plan
- Don't forget volunteers in 22.1
- Use Professional development plan template as discussed

### LO23

- This is an annotated document.
- Appraisal system (links to LO22) in place for employees will address training and development needs and set annual targets

1. Employment Rights Act 1996
  - a. the basics rights and responsibilities of the employer and employee
  - b. working hours must be stated
  - c. must include annual leave entitlement
  - d. employees are entitled to statutory sick pay
  - e. must explain the grievance and disciplinary procedures
  - f. training expectations/requirements
- g. Job description
2. National Minimum Wage Act 1998
3. Flexible Time Working Regulations (Employment Act 2002)
4. Works and Families Act 2006
5. Working Time Regulations 1998
6. Maternity and Parental Leave etc Regulations 1999
7. Parental Leave etc. Regulations 1999
8. Pensions Act 2008
9. Statutory Sick Pay (General) Regulations 1982,
10. Employment Act 2008
11. Pensions Act 2008
12. Employment Relations Act 1999 (joining a union)