



Empty Box Ltd Newsletter

Issue 1
Summer 2007

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Welcome to Empty Box Recruitment Ltd which was founded in 2004 as a recruitment solutions and outplacement partner.

Our client base encompasses a wide range of companies working in Food & Drink manufacturing, Pharmaceuticals and Nutraceuticals, Non-Food Consumer Goods as well as Engineering and 'Business to Business' sectors, and includes 3 of Europe's largest Food businesses, a £15 billion pharmaceutical business, and a £5 billion metals' business

The Team:

- **Peter Green (Founder Director)** has a 25-year career within the FMCG sector, 20 years of which were spent in senior sales, marketing and director level roles with world-class organisations such as A C Nielsen, Quaker, Princes and Masterfoods. The last 5 years have been spent working for one of the UK's largest independent recruitment businesses, as Head of Consumer Practice and Senior Client-Facing Executive.
- **Michael Robertson (Director)** has also spent 20 years of his career working for blue-chip businesses in the Food Industry such as Nestle UK, Premier Foods and Sara Lee Bakeries. He has worked in a variety of senior operations, supply chain and human resource management roles and has also spent some time working as a consultant in the USA and the UK.
- **Julian Clarke (Head of Practice – Non-Food Consumer Goods)** has worked for the last 18 years in industry in senior operations, supply chain and customer service management roles in both the service and manufacturing sectors including the furniture & sports industries for companies ranging from SME's to Blue Chip multi-nationals. Julian has been responsible for successful service delivery to some of the UK's most demanding businesses including Toyota, B&Q, John Lewis and Argos.

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(The team continued)

- **Linda Hall (Head of Practice – HR Services)** comes from an HR background honed in the hospitality, manufacturing, IT and public sectors. Over recent years she has been Deputy Director of Research and Consultancy for the Institute of Work Psychology at the University of Sheffield, heading up major consultancy projects for the CIPD, as well as employee surveys to improve communication, well-being, training, recruitment and retention, and nation-wide studies to improve recruitment practices and the use of IT by HR departments

Service Offerings:

Full selection process including drafting & placing of free on-line advertising, candidate screening, short-list preparation, interview organisation & candidate feedback, through to offer management, referencing & post-employment satisfaction survey

Additional service offerings include:

- Psychometric testing & evaluation
- Design/delivery of assessment centres
- Sourcing of interim managers
- Full outplacement provision
- Organisational stress & cultural audits
- Organisational research to improve retention, communication, training, work/life balance, remuneration structure

We recruit across all business functions for our clients ranging from Production & Engineering, Sales, Marketing, and Category Management through to Supply Chain, Technical, Finance & HR, from junior management level up to Senior Managers & Directors.

For further information on our business and services, please call or email any of the team on the numbers & email addresses shown below:

Name	Telephone	email
Peter Green	07841 758596	peter.green@emptyboxltd.co.uk
Michael Robertson	07749 327725	michael.robertson@emptyboxltd.co.uk
Linda Hall	07912 068034	linda.hall@emptyboxltd.co.uk
Julian Clarke	07771 891526	julian.clarke@emptyboxltd.co.uk

Employers Responsibility

The Smoking Ban

From 1 July 2007, smoking in enclosed public places and workplaces in England will be illegal. The smoking ban will also apply to work vehicles which are used by more than one person.

If you don't keep to the smoking regulations contained in the Health Act 2006, you could be fined up to £2,500, depending on the offence.

What do I have to do?

You must:

- display 'no-smoking' signs at each entrance to your premises and in work vehicles. The signs have to meet certain requirements (for more details, go to www.smokefreeengland.co.uk);
- take reasonable steps to make your staff, visitors and customers aware that, by law, they must not smoke on your premises and in your business vehicles; and
- make sure that no-one smokes on your premises or in your work vehicles.

What useful steps can I take now?

- Train your staff to deal with customers and visitors who try to smoke in places where smoking is banned.
- Include a no-smoking policy in your staff handbook. This policy should include details of measures you will take against employees who break the regulations. Visit www.smokefreeengland.co.uk/files/smokefree_policy2.pdf for an example of a smoke-free policy.
- Offer support to staff to help them stop smoking. The NHS provides a Stop Smoking Service. For details see www.gosmokefree.co.uk. There is also the NHS Smoking Helpline, phone **0800 169 0169**.
- Let staff know if there is anywhere on the premises where they can smoke if they want to continue to do so.

What are the penalties for breaking the regulations?

- If you fail to prevent smoking in a smoke-free place, you could be fined up to £2,500.
- If you fail to display a no-smoking sign, a court could fine you up to £1,000 or a local-authority officer can give you a £200 penalty notice (£150 if you pay it within 15 days).
- Anyone caught smoking in a smoke-free place faces either a fine from the courts of up to £200 or a £50 penalty notice from enforcement officers (£30 if you pay it within 15 days).

Further information

- For more advice for businesses, a draft smoking policy for the workplace and free signs, visit www.smokefreeengland.co.uk or call them on **0800 169 169 7**.

This information has been kindly provided by the



Visit: www.red-tape.org

Ten top tips for those introducing a new Human Resource Information System

These activities have been found by other organisations to make a positive contribution to the ease of introduction and the success of new systems.

1. Prepare well in advance. It will always take a lot more time and attention than you think.
2. Appoint a dedicated project manager with the authority, time, training and resources to see the job through.
3. If you can, ask other organisations similar to your own about the systems they use and their positive and negative experiences of them.
4. Involve the end users at every stage. The cornerstone of change management best practice is the involvement of those who will be affected by that change. This may mean finding out first hand how employees use the old system under normal pressures of service. Also you could form a user-group committee with as wide a range of stakeholders as possible right at the outset and use their expertise to inform your decision making throughout.
5. Be clear and, if necessary, firm with your provider. To help with this, draw up, and gain acceptance of, a list of things your new system must be able to do, what is of secondary importance, and what you might like it to do. So you can be really clear what you want from your system, where you can compromise, and where you should not. Get the provider to focus on the benefits to your real operational needs and not just the features of their product.
6. If appropriate, use it as an opportunity to expand the system to integrate more functions to increase the system's value to the organisation. This may mean that other department heads have to lose their current 'pet' system in favour of one that allows for more cross-organisational integration. Work with them at the design and development stages to increase utility and cut out duplication of effort and records.
7. Test for compatibility with other IT systems run by your organisation at the design and development stages.
8. Make sure end users are trained and their performance and well-being monitored. It may be that the end users are achieving their operational goals in spite of the new system rather than because of it and finding ways to work round its shortcomings; possibly causing frustration and stress.
9. Conduct a pilot before full implementation.
10. Design a framework for evaluation at the design stage for use after completion of the pilot. Then fully evaluate the effect of the new system once installed. You may find that change has brought additional benefits to your organisation that you had not anticipated.

This is based on nationwide research undertaken by the Institute of Work Psychology, funded by CIPD, and subsequent work by Linda Hall with individual organisations implementing new IT systems.