



BFPA MEMBER HANDBOOK

BFPA MEMBER BUSINESS SERVICES FOR YOUR PROTECTION AND PEACE OF MIND. DISCOVER WHAT YOU HAVE ACCESS TO.



BRITISH FLUID POWER ASSOCIATION



THE HR SERVICE



THE HEALTH & SAFETY SERVICE



THE LEGAL SERVICE



THE TAX SERVICE

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Welcome to the Four Services Handbook

As a BFPA member you have FREE access to FOUR essential business services:



THE HR SERVICE



THE LEGAL SERVICE



THE HEALTH & SAFETY SERVICE



THE TAX SERVICE

These services include the following:

- Unlimited access to the HR /employment law advice line
- Unlimited access to an HR website with a document library
- Unlimited access to a Legal Adviceline
- Unlimited access to an online library of template legal documents
- Unlimited access to health & safety advice
- Unlimited access to an online library of health & safety documents
- Unlimited access to advice on tax and VAT matters

In summary you have unlimited access to five business advice lines and over 750 free business documents.

It sounds too good to be true... but it isn't.

Access to this premium quality service is included in the membership fee because of the investment made by your association.

We believe that our members need supporting and protecting and we think our members are worth that investment!

Frequently Asked Questions

BFPA members now have unlimited access to FOUR essential business services that are designed to support and protect your business. That's the good news... the even better news is that they are **FREE** to BFPA members! To give you a flavour of what you can access here are some frequently asked questions.

What are the four services?



THE HR SERVICE



THE LEGAL SERVICE



THE HEALTH & SAFETY SERVICE



THE TAX SERVICE

What do they include?

Advice Line

One number giving unlimited access to experienced advisors offering practical advice on HR, employment law, health & safety, legal issues plus tax and VAT matters.

Website

Access to over 750 free template documents covering HR, employment law, health and safety and legal matters. The website also includes HR and H&S Health Checks.

How do I access these services?

Advice Line

Call the BFPA advice line which is found in your Quest member area or by phoning the BFPA on 01608 647900. You will be asked for your name and company name.

Website

You will need your personal username and password. If you don't know it you can call us or the advice line for assistance.

What can I use the service for?

To help you resolve any issues that you have with HR and employment law, health & safety, legal or tax. However, you don't have to wait until you have an issue or a serious problem before you call. The advice line will help answer any questions you may have.

The BFPA advice line

The BFPA advice line is here to help you... and not just if you have a serious problem or issue. They can help you with any questions that you may have, whether they be positive or negative. These are the kind of subjects the advisors can help with.

The HR Service	The Legal Service
Guidance on access to web documents	Legal disputes
Staff grievances and disputes	Contract disputes
Disciplinary issues	Commercial law
Absenteeism	Employment law
Disability Issues	Company law
Medical capability	Directors disputes
Equal pay	Data protection
Maternity / paternity allowances	Tax and VAT issues
Shared parental leave	Insolvency
Contracts of employment	HMRC investigations
TUPE issues	Collecting debts
Eligibility to work	Small claims court procedures
Managing apprentices	Landlord or tenant issues
Calculating settlement agreements	
Redundancy	
Calculating holiday pay / sick pay	
Maternity leave	
National living wage	
Working time regulations	

The Health & Safety Service	The Tax Service
Start-up requirements	Treatment of benefits in kind
Protective equipment	Corporation tax calculations
Training	Liabilities to capital gains tax
Gap analysis	Property income and expenses
Compliance Issues	Residency status
Completing risk assessments	Remittance based on foreign income
Health & safety policies & documents	Stamp duty land tax liabilities
Fire safety	Travel and subsistence costs
Accident reporting	Inheritance tax and estates
First aid requirements	HMRC enquiries / investigations
Hazardous substances	Penalties
Employee safety handbook	

	The VAT Service
	VAT registration
	EU Reverse charge mechanism
	Place of supply rules
	Partial exemption
	VAT on land and property
	VAT rates on output services
	Recovery of foreign VAT

The BFPa Document Library

One of the main features of the website is the comprehensive BFPa document library, which has over 700 free downloadable template documents covering employment, health & safety and legal matters.

HR Document Library	Health & Safety Library	Legal Library
Recruitment & selection	Getting started in H&S	Checklists & documents
Induction & probation	Developing a H&S policy	Company law
Contracts of employment	First aid & RIDDOR	Debt recovery
Employee handbook	Risk assessments & audits	Insurance
Performance management	Fire safety	Intellectual property
Training & development	Manual handling & lifting	Online trading
Employee reward & benefits	Working at heights	Property
Grievance, mediation & discipline	Workplace equipment and vehicles	Suppliers & contracts
Attendance management	The working environment	Business documents
Exit management	Vulnerable groups	Business letters
HR administration	Food safety	Company documents
	Physical & psychological hazards	Company meeting documents
	Construction & CDM regulations	Partnership documents
	Chemical substance & biological hazards	Landlord & tenants

Discover the website

Take some time to investigate other features of the website, including free HR and health & safety health checks and news updates.

Be aware

You need to manage your employment affairs – there may be consequences if you don't

This is why you need HR support

Whilst the threat of financially crippling employment tribunals has diminished there are still many pitfalls facing employers and they can have serious financial consequences. All employers should be aware of these threats and if you need advice on how to avoid the unpalatable results please call the Advice Line and get practical advice from the HR advisors.

Topic	If you do this	These are the consequences
Contracts of employment	Failure to give employees a contract of employment	It will cost you 2-4 weeks' pay £950 for 2 weeks - £1900 for 4 weeks' pay
Flexible working	Breach of flexible working regulations	Compensation due to the employee up to a maximum of 8 weeks' pay or £3800
National minimum wage	Failure to pay the national minimum wage	Fine of up to £20,000 per person and being publically identified on the Government Naming and Shaming list
Right to work in the UK	Failure to check that employees have the right to work in the UK	Increased penalties now in force and applied on a sliding scale. For a first breach in a 3 year period the penalty is £15,000 per illegal worker. For a second or subsequent breach the starting point is £20,000
TUPE	Failure to consult and inform on TUPE	Fines of up to 13 weeks' pay – not capped at statutory rate
Unfair dismissal	Dismissal of an employee that is challenged and deemed to be unfair	No minimum limit on a weeks' pay. Based on a capped amount of £475 per week

Open All Hours

Your online shop

As a BFPA member you have access to an online shop where you can easily purchase key HR, employment and health & safety services at special member rates. These services are available on an ad hoc basis so you can buy what you want when you need it. No contracts involved!

HR / Employment Services	Health & Safety Services
HR audits	H&S audits
Contracts of employment	Audit reports & training needs analysis
Employee handbook	H&S training courses
DBS checks (standard & enhanced)	
ID & financial checks	
Eligibility to work checks	
Driving licence checks	
HR training courses	
Human job analysis	

**For more information call the
BFPA on 01608 647900**

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IN ASSOCIATION WITH

