

**Pat McFadden MP**

Minister for Employment Relations & Postal Affairs

Dear

### **BERR Employing People Awareness Campaign**

I am writing to share with you details of an awareness campaign that my Department is about to run to help businesses save time and money.

Our Employment Law Guidance Programme aims to help businesses better understand what they need to do to comply with employment law and, in doing so, to save time and money. In the coming weeks, BERR will contact more than 450k businesses highlighting ways that employers can cut down on unnecessary paperwork and expensive advice for basic documents, which can cost businesses millions of pounds each year. We would like to ask you to help us get our messages across to your members.

Consider employment contracts, for example. There is evidence that businesses are collectively spending £585 million per year in developing written statements of particulars because it is costing more than £150 a time to produce them. Furthermore, they are developing these statements in addition to employment contracts, creating extra work for themselves. However, through the Business Link website, we offer a written statement tool - [www.businesslink.gov.uk/writtenstatement](http://www.businesslink.gov.uk/writtenstatement) - which employers can use to create a basic document, with all the appropriate terms and conditions, which meets the minimum requirements at minimal cost.

Other areas of unnecessary paperwork include duplicating records for national minimum wage and maximum working time, both of which can in many cases be adequately represented through pay records.

Through our work with the Business Link website ([www.businesslink.gov.uk/employingpeople](http://www.businesslink.gov.uk/employingpeople)), we are also providing Government advice on other aspects of employment law, including: flexible working; holiday entitlements; redundancy procedures; and maternity and paternity leave.

The information enclosed aims to help you and your members better understand employment law. Attached are some communications tools that you, your organisation and your members may wish to make use of. They include articles for you to consider including in your newsletters; a presentation; and a fact sheet containing some frequently asked questions.

In addition to the pack, we would also like to take this opportunity to extend our support to you for potential future collaboration on employment law guidance. Should

you be hosting an appropriate event and would like to discuss possible BERR participation, then please do get in touch. We are also keen to provide tailored content for your publications or conferences, should this be appropriate.

I am sure there are many more ways in which we can work together, so please do contact the Employment Law Guidance Programme team if you would like to discuss this further ([elgp@berr.qsi.gov.uk](mailto:elgp@berr.qsi.gov.uk)).

Thank you for your support.

Yours sincerely,

A handwritten signature in black ink that reads "Pat McFadden". The signature is written in a cursive style with a large, stylized initial "P".

**PAT MCFADDEN**

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[www.berr.gov.uk](http://www.berr.gov.uk)