

Welcome

to our Christmas Update for 2017!
It has been another busy year for everyone at Penderels Trust, and we have lots of exciting plans already in place for 2018!

We have launched our new-look website, supported many of our payroll customers through the introduction of auto enrolment into workplace pensions and continued to grow our appointeeship support services across the country.

In 2018, we are looking forward to introducing new developments in our payroll service. The changes will make it much easier to submit timesheets and make the whole service much more efficient and user-friendly. We will be sharing more information about the project with everyone in the New Year.

From all at Penderels Trust, we hope you have a very Merry Christmas and a Happy New Year.

Christmas Opening Times

During the festive season, our offices are open as follows:

Head Office and Payroll Office

Offices are open as normal except on the following days:

Friday	22nd Dec 2017	close at 1.30pm
Monday	25th Dec 2017	closed
Tuesday	26th Dec 2017	closed
Friday	29th Dec 2017	close at 3.30pm
Monday	1st Jan 2018	closed

All our local offices will close on Friday 22nd December at 1.30pm and re-open on Tuesday 2nd January 2018 with the following exceptions:

**Coventry
Lincolnshire
South Yorkshire
Warwickshire Appointeeships**

} Open as per
Head Office and
Payroll Office.

Hartlepool Middlesbrough

Weds 27th and 28th Dec
9.00am to 5.00pm only
Friday 29th
9.00am to 2.30pm only

Warwickshire Direct Payment Support Service

Weds 27th closed
Thurs 28th and Fri 29th
8.30am to 5.00 pm

North Lincolnshire and North East Lincolnshire

Weds 27th Dec
8.30am to 12.00 pm
Thurs 28th Dec
8.30am to 4.30 pm
Fri 29th Dec
8.30am to 3.30 pm

Nottinghamshire

Closing at mid-day on
Friday 22nd December.

When the local office is closed, out of hours numbers for local social services emergency teams will be detailed on each local office answering service. There will be a duty manager at Head Office during opening hours who can be contacted on 024 765 11611 if your local office is closed.

Payroll Customers

(including Managed Account customers with payroll)

For some pay cycles, you need to send your timesheets in earlier than usual.

If you are affected, you will have had a reminder on your pay slips telling you when to submit timesheets; your payroll planner will also show you the correct submission date. It is very important that timesheets are received by the stated date or your staff may not get paid. Please also allow for a slower postal service at this time of year. For peace of mind, simply email your timesheet to:

timesheets@penderelstrust.org.uk



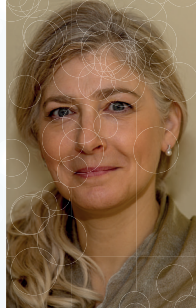
Changes at the Top



Ian Besant



Monica Macheng



Yvonne Barnes

All at Penderels Trust would like to say thank you to Ian Besant, who recently retired as Chair of Trustees after three years of heading up our board. Ian has led us through very busy and sometimes challenging times and we wish him all the very best for the future.

Our new Chair of Trustees is Monica Macheng, who, like Ian, works at Wright Hassall, a nationally recognised legal practice based in Leamington Spa. Monica joined our Board earlier this year and is keen to lead us into an exciting 2018!

We are also pleased to welcome Yvonne Barnes to our Board. Yvonne's career has focused on driving business transformation and developing and delivering corporate and operational strategy within life science and healthcare organisations.

Yvonne now wishes to devote some of her time to using her knowledge, skills and experience to improve the lives of others and was drawn to Penderels Trust because of this shared vision. We look forward to working with Yvonne whose experience of successfully managing business change will be invaluable.

Employer Reminders

PA Annual Leave

Please ensure your PA takes all their annual leave entitlement by 31st March (the end of the annual leave year). Any untaken leave cannot be rolled forward unless in exceptional circumstances and agreed by you, as the employer. It is important for PAs to take their full holiday entitlement for their own health and wellbeing.

Terms & Conditions for new PAs

By law, all new employees must have their Terms & Conditions of Employment within 8 weeks of starting their employment with you. We have a template document you can use which makes it easier for you to put the document together and you know you are up-to-date with employment legislation. The template is available via your independent living adviser or our online document centre if you have access to this.

Coventry Telegraph Business Awards



Penderels Trust is proud to have been nominated as finalist in the not-for-profit category of the Coventry Telegraph Business Awards.

The awards evening was attended by many of our Coventry-based staff and was a great opportunity to celebrate as we head towards our 30th birthday in 2018!

