

3. PERSONNEL

3.1 Personnel

Bill Donaldson – Partner

Bill is ultimately responsible for managing all aspects of the business but specifically estimating, production, purchasing, quality control and technical liaison with clients - architects, building contractors and private customers. He is also responsible for personnel.

Mary Donaldson – Partner

Mary assists Bill with customer liaison and dealing with sales enquiries and any public relations or marketing that is required.

Mary has previous bookkeeping experience and is responsible for all the financial administration, keeping the financial records of the business, operation of the accounting system and production of the monthly figures.

David Bryant – Assistant Joiner

David has been with Donaldson Joinery for two years. He was apprenticed in a previous employment and is part qualified though he is now becoming experienced through practice. He works on most of the basic joinery production and assists Bill on site when required. He is keen to get more involved in the conservation work and this will be possible when a new employee joins. He also assists with stock control of timber, ironmongery and accessories.

New Apprentice Joiner

It is anticipated that an apprentice joiner will be employed after the business moves to new premises. This person will provide more capacity for the business and be able to assist both in the workshop and as another pair of hands on site, which will allow more production time for Bill and David. It is expected that the apprentice will be given day release for training to become fully qualified and therefore progress as the business grows.

General Procedures

Employees are issued with Standards Terms and Conditions of Employment on joining the company. New staff are subject to a three month trial period, during which one week's notice can be given by either party

A formal staff review is carried out annually, to assess progress, any training requirements and deal with any other issues that might be relevant, though these matters are discussed on a more informal basis as and when appropriate.

An annual bonus has historically been awarded at the end of each financial year to the current employee and may be offered to any new employee. This is an ad hoc arrangement and is subject to the success and profitability of the business in the previous year.