

HR essentials

Your expert team of HR professionals and employment lawyers, all for a fixed fee



overview



Overview

For any growing business, your people are essential to your success, yet, many growing and mid-sized businesses find it difficult and sometimes impossible to cope effectively with managing people and keeping up to date with employment law and all the regulatory requirements imposed on employers.

Getting it wrong is costly and can impact your brand reputation with customers as well as potential new employees, not to mention increasing the risk of losing your best talent to increasing competition.

Making sure you have the correct employment advice, as well as policies and processes, to recruit, manage and develop your people, deal with performance issues with minimal disruption and continue to meet the increasing expectations of your customers and employees is critical to your success.

We know it is expensive to recruit and run an in-house HR team - that's why we developed our suite of HR products - connecting you with our expert team of HR professionals and employment lawyers, all for a fixed fee.

What our clients say...

Browne Jacobson provides us with a commercial approach, combined with exceptional client focus and natural ability to coach and mentor senior managers in a positive manner. The quality of joined up advice from HR advisors and employment lawyers, which is always available, has helped senior management focus on developing and growing the business with the confidence to deal with HR issues professionally and within minimal business disruption.

Julie Leigh, Group Finance Director, Ego Restaurants Ltd

HR core



HR Core

HR Core is a service designed for businesses that do not have any or limited HR support and provides easy access to a dedicated team of CIPD qualified HR professionals, supported by our expert team of employment lawyers. All of our HR Consultants have worked in house and have proven experience of advising on the day-to-day operational and strategic challenges faced by small to medium size businesses across all sectors.

How it works

For an annual fixed fee, HR Core will provide you with:

A familiarisation visit with you at your premises - we get to know you and understand your business needs and priorities.

One half-day visit each year - a visit tailored to your needs and can include training for you and your management team on current and future employment law.

Unlimited access to telephone advice and email support from your dedicated HR Consultant, in relation to any day-to-day HR and employment law issues.

Areas of advice typically include:

- disciplinary and grievances
- performance management and capability
- sickness absence
- trade union/employee relations
- terms and conditions advice including maternity, paternity and flexible
- working
- restructures and redundancy.

Support with negotiating and drafting up to two settlement agreements each year.

Online access to blogs and legal opinions keeping you updated on any changes to employment legislation and HR best practice and how this impacts on your business.

Online training and webinars - providing you with expert knowledge and advice that you can access in your own time and at your own pace.

Access to our partners who offer payroll and occupational health services as well as tribunal indemnity insurance.

As and when you need additional support you can add to this service by choosing from our flexible HR Extras.

HR extras



HR Extras

HR Extras supplement our HR Core package and gives you the flexibility to deal with specific business needs when they arise. HR Extras are also available to clients who do not have HR Core but require a bespoke HR solution for a particular need. HR Extras is a fixed fee service, based on what you need, so you have cost certainty and you get exactly what you want.

HR Expert

This provides a sounding board and additional capacity for in house HR professionals as and when they need it. You may need advice on more complex issues, require a professional sounding board or want a second pair of eyes to look over a plan or proposal.

Employment document package

This will include an audit and update of your existing employment main terms and conditions of employment, employee handbook and any other HR policies, procedures and forms. Where you have no employment documentation in place we will provide you with model employment statements and model HR policies. We will work with you to make them bespoke to suit the needs of your business.

Immigration

Immigration rules and regulations are a minefield and employers may be subject to hefty fines, criminal prosecution and even naming and shaming as a result of getting it wrong. Our immigration HR support module can help you protect your business by assisting with a:

- **right to work audit** - to ensure that you are compliant with the law and to obtain a sponsorship licence
- **one stop licence to sponsor and visa applications** - providing you with the support you need to maximise your chances of obtaining a licence to sponsor and the visa that will enable your intended recruit to come to the UK and work for you
- **immigration due diligence** - ensuring your systems and processes are ready for inspection by the UK immigration authorities.

Recruitment

We will work with you at all stages of the recruitment process to provide the support you need to both attract and recruit the best candidates. As part of the interview process we can provide support through the use of psychometric tools to help to inform your decision-making. In addition to the hands-on support provided by us, our recruitment support module provides you with all the necessary documentation you need for recruitment.

Training

Our workshops are aimed at developing the skills of managers to deal effectively with HR issues. Whether the workshops are for experienced or for newly appointed line managers or for succession planning purposes, workshops will be tailored specifically to meet your needs.

Some examples include:

- recruitment
- equality and diversity
- appraisal skills and objective setting
- absence management
- dealing with disciplinary and grievance issues
- managing poor performance
- managing investigations
- how to have frank and courageous conversations.

On-site consultancy days

Provides you with the flexibility to buy consultancy time to manage unexpected increases in workload without increasing your own fixed headcount costs. Blocks of time can be purchased as full or half days.

Investigation support

Conducting a thorough investigation is both time consuming and disruptive to a business. They can be complex too, particularly when the investigation is considering allegations of bullying and harassment, discrimination, fraud and/or whistleblowing. We can conduct the investigation for you, from interviewing all witnesses and collating statements, reviewing all the relevant documentation and liaising with any statutory bodies or third parties. Upon completion of the investigation we will provide you with a full report and recommendations.

Employment tribunal fixed fee service

Our employment tribunal case management system is designed entirely from client feedback. We offer fixed, staged prices for each stage of the employment tribunal process to give you cost certainty, complemented by a traffic light risk analysis of your case. We will also provide you with an ongoing risk assessment and learning points on conclusion to help you identify any weaknesses or trends in your business to help you reduce the risk of further claims. We offer robust, fully qualified and experienced advocates who will be there to help you from the first call through to the final hearing.

Employee screening

Staff fraud comes in many forms. Effective controls and a rigorous anti-fraud culture will go far, but opportunists may already exist within your business. Our employment and intelligence teams offer a unique solution for employers. We offer quick and effective pre-employment screening to validate the identity of employees that will assist you in your recruitment processes. Likewise this service is of use where employees are on suspicious periods of long term absence to help to verify capability and capacity for work during these absences.

These extras are just an example of the sort of work that we can include in a bespoke package. If these extras do not include your needs, tell us and we can talk about how we can support.

our team



Talk to us



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