

HR Service



Need to stay compliant in the complex aspects of employee management?

Our CIPD qualified experts can provide advice and guidance, audits and reporting, contract management, or simply support your in-house team when you need extra capacity.

Support options include fully managed remote service, combined, stand-alone or short term projects.

HR Service

Our HR Service and Support can cover:

Admin

- Templates
 - Contracts of employment
 - Continuous service requests
 - Maternity letters
- DBS checks
- MIS data entry
 - Leave requests
 - Additional hours claims
 - Adhoc updates
 - Staff detail changes
- Occupational health referrals
- Recruitment admin
- Liaison with payroll provider
- Absence reporting
- Lateness reporting

Consultancy

- HR policy advice
- Casework
 - Disciplinary
 - Sickness
 - Grievance
 - Maternity
- Appeals
- Performance management
- Wellbeing and EAP review
- Change management and TUPE
- Liaison with Trade Unions
- Training