



# Office HR

tel: 0800 999 6000

Tailored  
HR & Employment Law  
packages

Service detail	Basic	Standard	Premium
Initial face to face meeting with HR consultant to establish priorities and company requirements	✓	✓	✓
Implementation of Policies, Procedures and Processes – suitable for the Company	✓	✓	✓
Provision of an Employee Handbook outlining Policies, Procedures and Guidelines	20 copies	40 copies	unlimited
Production of relevant HR forms	✓	✓	✓
Provision of tailored Employment Contracts - suitable for the Company	✓	✓	✓
Production of tailored Consultant/Contractor Agreements	✓	✓	✓
Maintain updates to the Handbook and Employment Manual (UK and EU legislation changes each year.)	✓	✓	✓
Production of Job Descriptions for Employees		✓	✓
Provision of Employee Packs - Contracts, Handbooks and job description	20	40	unlimited
Delivery of Employee Packs to employees including team briefing		✓	✓
Annual review of all documentation	✓	✓	✓
Assistance with Visa Checks & Applications			✓
Unlimited advice and assistance available by Skype, phone & email (extends to employees)	✓	✓	✓
Advice and assistance available on client site			
Production of employee letters and employee communication	✓	✓	✓
Provide advice & assistance to manage Employment issues & situations	✓	✓	✓
Design & implementation of effective Performance Management Programme & tools		✓	✓
Management coaching and mentoring			✓
Senior Management Team strategic facilitation meetings			✓
Redundancy planning, briefing & preparation of letters and Packs	✓	✓	✓
Management of Redundancies on behalf of the Company		✓	✓
Induction Programme - design and implementation		✓	✓
Communicate HR initiatives, updates, etc for the Company.	✓	✓	✓
Resource Planning aligned with business strategy		✓	✓
Provide advice & options for restructuring and/or redeployment	✓	✓	✓
Career Banding - professional disciplines, benefits and salary alignment			✓
Recruitment Programmes - Advertising, reponse management, shortlisting, interviews/assessment centre			
Mediation and Dispute Management		✓	✓
Negotiation of Settlement Agreements		✓	✓
Preparation of Settlement Agreements - drafts and follow up with employee & solicitor		✓	✓
Mergers & Acquisitions - Due Diligence & harmonisation programmes			
TUPE advice and planning			✓
Management of TUPE situations & staff consultations			
Employee Satisfaction Surveys including Management reports and feedback/recommendations			
Investors In People coordination and audit preparation			✓
Outplacement Programme - CVs, interview techniques, job search, tracking			✓

We will provide any of the services listed, even if they are not part of your package at an agreed cost.