



Practical, Prompt, Professional HR Solutions

## **EMPLOYMENT ADVICE & REPRESENTATION**

**The employment advice service** covers employee relations and employment law including and not limited to discipline, grievances, redundancy, recruitment and performance management.

The service is available as pay as you go or on a retained basis dependant upon your requirements.

Do you need:

- to know how to apply your policies and procedures consistently and fairly?
- practical solutions to your people issues?
- re-assurance for your HR strategy?

The Employment Advice Service:

- is supplied by HR experts with both operational and human resources experience;
- ensures continuity and consistency of delivery. You are assigned one consultant per case;
- is thorough and provides reassurance. Providing written backup by email of telephone conversations;
- is responsive to your immediate needs. The service operates Monday to Thursday 8am to 5pm and Friday 8am to 2pm, excluding Bank Holidays, with an answer machine facility for out of hour emergencies;
- supports your existing HR documentation systems;
- is communicated in plain English with no legal jargon;
- ensures practical advice;
- provides a detailed log of the time used at the end of each month.

**Employer representation** provides you with a company representative for your employee meetings, e.g. discipline, grievance, etc.

The service:

- gives you an HR expert who will act as your company representative;
- gives you the confidence and credibility that you need. The representative will act as note-taker and adviser in what can often be a difficult situation;

Telephone us on **0208 8168 726** to find out more and/or to receive a quotation specific to your business needs.

Please note the advice is suitable only for companies governed by UK employment legislation. Our employment advice and employer representation services may be undertaken by an Associate HR Consultant.