

Critchleys HR

Most business owners don't have the time to keep up to date with employment law and worry about the financial risks of getting it wrong

Our HR team can support you in the management of your people, removing the hassles and giving you more time to focus on running your business.

We specialise in helping business owners who do not have an in-house HR manager, but who want to get it right. We offer personal support which is tailored to your business. Our friendly and professional advisers work alongside you to understand your business goals and provide pragmatic advice.

In the current economic climate, you may be considering business decisions which will affect your employees, from varying their contracts to making redundancies. We will help you to get everything in place before making changes which could put your business at financial risk using our simple three step approach:

- compliant employment documents
- legal costs insurance
- personal support and guidance from one of our expert HR advisers.

This is how we can support your business:

HR health check

A HR Adviser will visit you and review your employment contracts and policies, discuss your HR practices and provide recommendations on legal compliance and best practice. This will give you peace of mind, protect your business and prevent problems in the future.

Employment documents

Staff contracts and policies are an essential legal requirement regardless of the size of your business. We will meet with you to draw up contracts for all your staff and develop policies to help you manage your people fairly and consistently. All documents will be tailored to your specific needs to reflect your business in style and content.

HR advice line

Our annual subscription service gives you unlimited telephone and email access to a dedicated HR Adviser who will work with you on all aspects of people management. We provide you with letters and documents, keep you updated on employment law and guide you through any complex or difficult employee situations. As part of the service we will meet with you to discuss your future business and HR plans.

Legal costs insurance

As a subscriber to our HR advice line your business will have access to expert legal advice. You can be reassured that if you are unfortunate to have a claim made against you, your legal costs (including solicitor's fees and tribunal awards) will be covered under our insurance policy.

On-site support

Many owners of small businesses find it difficult to handle employee situations such as redundancy, discipline or grievances. Your HR Adviser can support you in these areas, guiding you through the legal minefield and providing an objective and independent viewpoint.

Redundancy

Most employers do not have recent experience of varying staff contracts or making redundancies. These situations need to be managed sensitively to maintain staff morale and dealt with legally to prevent employment tribunal claims. We will work alongside you to ensure fair redundancy selection and proper consultation with staff. We will write all letters and meeting notes, calculate redundancy payments and attend employee meetings with you.

Outsourcing HR projects

Good human resources management involves more than simply complying with the law and dealing with contentious staff issues. Your HR Adviser will work alongside you to ensure that your HR practices support your business plans and help you to make the most of that expensive resource – your employees.

We can provide added value and increase your competitive advantage by helping you in all areas of HR, including;

- Staff recruitment and selection
- Performance appraisal
- Staff motivation, retention and reward
- Absence management and occupational health
- Management training and development.

Our commitment to you

- **a responsive and friendly service**, delivered by an experienced and professional team
- **expert and pragmatic advice**, based on our experience of working with employers of all sizes, particularly small business owners
- **value for money**: our products and services are offered on a menu price basis so that you can be certain of our fees before any work is carried out
- **keeping our promises**: we will deliver on time, every time

Call our HR team now on 01865 261188 for an informal, without obligation discussion about your needs.

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