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we make it possible

# Expert law and employment advice

**HR Compass**

EMPLOYER PROTECTION SCHEME

# The cost effective way to remove the burden and risk of employment legislation from your business

Companies of all sizes now retain external HR services. This allows them to maintain a lean operation while being able to scale quickly to the demands of their business.

HR Compass provides a complete solution for the challenges employers face.

Its retained, fixed-fee nature means you can take a proactive approach to managing your staff and to solving employment issues while keeping legal costs under control.

## How does it work?

Our services are carried out by qualified solicitors and HR professionals who will be known to you by name. It comprises three core components that have been designed to offer seamless financial and business continuity protection.



### 1 Employment health check

No two businesses are the same, so to provide the very best level of service it's important that we get to know you first.

Our team work closely with you to quickly get a view of your business and your future plans. From this point we will then review and update any existing employment contracts, staff handbook and policies or help you implement them if you are starting from scratch.

This key step would minimise the risk to your business and ensure your policies reflect your ambition.



### 2 Your bespoke package

Whether you want legal support for your inhouse team, or whether you want us to look after your people management by providing HR generalist support, we work with you to devise a bespoke package of support that meets your needs.

You will have direct and unlimited access to our specialist employment team of solicitors and HR professionals who can give you clear, practical and legal guidance in the best interests of your business.

You will also have access to the HR Compass Employer Hub; an online library with template documents and guidance notes.



### 3 Insurance policy

Our service is insurance backed with a tailored policy that minimises your financial exposure to employment claims brought against your business.

# What is included?

HR Compass offers flexible support which can be tailored for your business' specific needs. For a fixed monthly fee\*, you will receive:

## ▲ Direct and unlimited access

To a specialist employment or HR professional who can give you clear and practical advice in the best interests of your business.



## ▲ Access to the Employer Hub

Which offers a range of resources which support you to minimise risk and to reduce unnecessary legal costs by providing sample documentation and guides in areas such as recruitment, staff administration, disciplinaries, redundancies and dismissal.



## ▲ A short minimum contract

Our one-year minimum contract is much lower than other fixed-fee legal retainer products on the market, and have no onerous cancellation terms.



## ▲ Value for money review

You will receive a review each year to make sure you are getting the right level of service. We value your feedback and will use it to continually improve our services.



*\*Your HR Compass fixed-fee is tailored to your business and is based on a number of factors, including number of employees, your business sector and the level of support you require.*

# We can help you with:



## RECRUITMENT

Our experienced HR advisers and employment lawyers can not only help you to avoid some of the common pitfalls of recruitment, we can also work with you to improve your recruitment procedures and policies.



## RETENTION

Once you have the right people in place, we can assist in managing your relationship with them. In the unfortunate situation where issues arise, we can help you to resolve and manage these issues effectively.



## END OF EMPLOYMENT

Our team can help guide you through the legal processes when employment comes to an end, including how to deal with dismissals and resignations. We provide straightforward advice on termination of employment procedures and can help you reduce the risk of subsequent employment claims.



## MITIGATING EMPLOYMENT CLAIMS

The best way to avoid someone making an employment tribunal claim against you is to avoid any disputes arising in the first place. We can help you to take all reasonable steps to resolve disputes at an early stage and to reduce the risk of employment claims occurring in the first place.



## CONTRACTS AND STAFF HANDBOOK

Having a written, legally compliant contract of employment and comprehensive staff handbook to refer to can save a great deal of confusion and conflict further down the line. We will undertake an audit of your existing contracts and handbooks and update them accordingly.

# Optional extras

We recognise that all businesses have different needs. As such, in addition to the support provided as part of the standard HR Compass package, we also offer the following services:

## 1. INSURANCE COVER

Our Employer Protection Scheme is an all inclusive Employment Law Service designed to give your business protection from expensive Employment Tribunal claims at a competitive cost. Should you choose to include this insurance policy with the standard HR Compass package, the service we offer is then backed by our insurers, with a policy which is tailored to your needs and that minimises your financial exposure to employment claims brought against your business.

## 2. ON SITE SUPPORT AND STRATEGIC CONSULTANCY

Reducing the risk of employment issues requires a proactive, strategic approach. With our on site support service, our specialists can offer practical advice on how to plan for and to manage a wide range of employment scenarios. It isn't just about focusing on potential problems, we're also able to offer a highly tailored service to help you make your business a great place to work, looking at ways you can add value to your employment offering and to improve employee relations for the long term.



### 3. ONLINE HR MANAGEMENT PACKAGE

Our GDPR compliant HR management solution can be white labelled with your company branding and offers a range of staff development, HR reporting and management tools.

#### HR reporting tools

- ▲ Ability to create and export specific employee reports.
- ▲ Payroll, time tracking, billing and staff expenses.
- ▲ Employment contract remuneration details.

#### HR management

- ▲ Easy access staff handbook.
- ▲ Key date reminders and warnings.
- ▲ Health and safety management.

#### Staff development and tracking

- ▲ Appraisals, training and performance reviews.
- ▲ Holiday and absence management.
- ▲ Current and past job history.

### 4. LINE MANAGER TRAINING

Our line manager training aims to protect your business by providing attendees with the tools they need to confidently and effectively deal with the first stages of the most common people management issues and avoid larger issues developing. This training is presented by an employment lawyer and HR consultant and is suitable for line managers at any level, including those new to management.

#### Duration & method of delivery

- Half a day course.
- Presentation by our experts to outline best practice and legal requirements.
- Discussion to enable your attendees to ask questions about applying the theory in your workplace.
- Guidance on the practical application from a human resources perspective.

#### Content

- Dispelling employment myths.
- Six principles to help you manage all aspects of people management.
- Keeping effective records.
- Applying the principles in action: conduct, capability, grievance.

**£1,000 plus VAT for HR Compass clients**

# Our team of experts



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# HR software

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**HR Software**



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To discuss how HR Compass could help your business,  
and for a free quotation, please contact  
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