



one of the team

How our team can help you look after yours

Our HR & Employment Law service helps you create all of your human resources documentation, which is maintained at regular intervals in order to ensure compliance with changes in legislation.

WHAT YOU CAN EXPECT FROM SK HR & EMPLOYMENT LAW

When you start working with us, we will perform an Initial Audit, which comprises:

- A face to face meeting with your dedicated Advisor
- A review and update of your current terms and conditions of employment and Employee Handbook
- A full HR Audit of your current documentation throughout the whole employee lifecycle, including recruitment, onboarding, training and development, retention and exit
- A review of the latest changes in legislation and employment law decisions

Following the audit, you will receive:

- A full HR Audit Report, along with any supporting documentation that has been identified as part of the audit
- Updated Employee Handbooks, contracts and a HR manual
- GDPR documentation

All of the above will be added to your individual members' area of the Business Shield website.

ONGOING SUPPORT

As a Stallard Kane client, you will also receive the following support:

- Unlimited telephone and email support from your designated advisor, as well as the rest of the HR team
- Provision and assistance with drafting bespoke letters for different situations
- Annual HR Audits with your designated advisor
- Regular email updates/articles/newspods
- Support with the wide range of employment law issues, ranging from disciplinary, grievances, redundancy, performance capability and TUPE

Legal Funding Agreement

Stallard Kane's own protection against employment tribunal claims. If the Ts & Cs on the LFA are met, we will pick up any tribunal claim that comes through, including the legal costs of defending such a claim and any non-contractual compensatory award that may be issued at a tribunal.*

*Limits apply subject to policy wording



“ We have just had our first audit. Claudia came to our premises and went through everything, explaining everything thoroughly.
We used the services late last year when we had a serious matter with an employee, Claudia was straight on the phone and took control of the situation and guided us, step by step. We highly recommend Stallard Kane. **”**

ADDITIONAL SERVICES

In addition to your annual HR Audit, we can offer more regular visits that will enable your designated HR Advisor to embed themselves fully as 'one of the team' and put into place a fully bespoke HR Management system.

This includes:

- How to manage employee data
- Attendance management
- Performance evaluations
- Training and development
- Supporting strategic business decisions

The more regular visits would also allow for your advisor to assist with:

- Employee engagement
- Resourcing and talent management

ONE OFF ASSISTANCE

As well as advising on the disciplinary, grievance, performance capability and redundancy processes, if you need on-site support to conduct such meetings, we can help. We can support with the following:

- Investigations
- Disciplinary and appeal hearings
- Grievance investigations and appeal hearings
- Without prejudice conversations
- Redundancy consultation hearings and appeal hearings
- Performance capability and appeal hearings
- Review of GDPR policies

BUSINESS SHIELD

All of our clients have access to our online members' area – Business Shield. This is where your service information and documents are stored for you to access whenever you need, as well as hundreds of other templates and guidance documents (you can also add your own files so they're all in one place).

You can see your current compliance scores and quickly check any actions required. There are also handy tools and calculators and regular news articles and updates. This is all in addition to a 24-hour telephone helpline.

Your personal advisor's details are also included.



To find out more, call the **HR** team on **01427 402 403**,
or email **hr@skaltd.co.uk**



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