



HR Advisory Service

Our specialist team of HR advisors and Employment Law experts provide an outsourced HR Department designed for businesses without in-house HR support or who need additional guidance to support their in-house HR teams or Senior Managers.

The HR Advisory Service covers three levels of support from telephone, email and on-site assistance to key project work. Pricing for each of the three levels is based on the number of employees.

Foundation

Key elements of the service include:

- Review and creation of employee contracts and Employee Handbook to bring in line with current employment legislation and internal practices
- Telephone and e-mail support providing guidance to assist in the day to day operational HR issues and Employment Law queries
- Creation of templates and documents to support any advice required if necessary such as invite to disciplinary letters, offer letters etc.
- Invites to our FDR HR employment law update seminars and HR related workshops.

Intermediate

This service is used by businesses that may or may not have an established HR department and require additional on or off site support.

Key elements of the service include Foundation plus:

- Proactive approach to your HR requirements with regular phone and email contact
- Minimum of four visits per year by an experienced HR professional to discuss organisational needs, structure and specific issues e.g. exit dismissals, consultations, investigations, sickness management and recruitment.

Advanced

This service is used by businesses that may or may not have an established HR strategy but require additional support at a business partner and consultancy level.

Key elements of the service include Intermediate plus:

- HR strategy and planning – aiming to help an organisation deliver its corporate strategy and objectives by effectively managing people and performance.
 - Operational HR including agreed number of project/ training days to deliver ongoing requirements and/or projects e.g.
 - **Redundancy** – releasing staff from your business to meet future objectives.
 - **Re-structuring** – businesses often need to review their structure to ensure it is able to deliver the business goals and customer expectations.
 - **Recruitment** – from preparation of job specifications through to selection, interviewing and induction of new employees.
 - **TUPE** – to ensure smooth transition of the processes and employees from one company to another.
 - **Change Management** – changing the culture or ways of working within any business can be challenging – taking the people with you is the biggest challenge of all.
 - **Outplacement** – we can offer support designed to help people move on. This could be for those having to leave the company due to redundancy or retirement and is designed to help them consider their options and make decisions about their future.
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Your people are your best asset but can also bring the biggest challenges to a business.

At FDR Law we have recognised that recruiting, developing and retaining the right talent for your workforce impacts hugely on resource, particularly when you are running your business day to day.

In response to these challenges FDR HR was developed to support your needs and we have developed packages to suit all types and sizes of businesses.

The FDR HR team can help businesses with their HR needs and people challenges, we are experienced and knowledgeable in Employment Law and HR practices.

We support Business Owners, HR Directors, HR Managers and Senior Managers.

Why work with FDR HR

- The FDR HR team possesses vast experience and provides a service that is designed to support your business and your most valuable asset - Your People.
 - The FDR HR team works alongside the Commercial and Employment departments at FDR Law; a firm that has history dating back 250 years in Warrington.
 - You can access HR support via the FDR HR advice hotline or email during normal business hours (or as agreed).
 - At FDR HR we have a direct, no nonsense approach with the attitude of rolling up our sleeves to help you get much needed results quickly.
 - We can build a bespoke package to suit your organisational needs.
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About the FDR HR team



Kim Hayton is the lead consultant and FDR's HR Director. She is a Fellow of the Chartered Institute of Personnel and Development and has experience of line management, human resources and training within public, private and not for profit sectors. Due to Kim's background she provides a more business centric approach to HR issues which has proven successful in the delivery of common sense solutions. Kim specialises in Employment Law and is therefore requested by organisations to carry out investigations, disciplinary or grievance cases, particularly the more complex as well as the more strategic elements of the HR agenda.

What's Next?

Contact Kim Hayton or one of the FDR HR team on info@fdrlaw.co.uk to discuss your specific requirements, or to arrange an initial free telephone consultation.

Further information on the FDR HR services, along with latest Employment Law news and events can be found on www.fdrlaw.co.uk



“As a medium sized privately owned business we don't have an in-house dedicated HR team, so for us to find a source of strong, clear, practical help, offered in a timely manner was crucial. FDR HR was recommended to us and provides us with continued excellence and very practical advice. They work with us every step of the way through 'live' situations so we can move forward with confidence.”

