

**Contact us on:**

0117 387 8971

0752 602 9975

## Sapern HR Packages

### Pay As You Go

We can support you with any Ad-hoc HR support for £150 per hour.

### Retainer 1

A HR Helpline which will be available from 8.30 - 5.00 Monday to Friday to which the Practice will have unlimited access, and through which advice will be provided on HR and employment matters along with any supporting letters and contracts.

Employment law updates.

### Retainer 2

Access to telephone and email helpline between 8.30 and 5.00 Monday – Friday.  
Employment law updates.

Preparation of letters, contracts of employment, policies and Staff Handbook.

Attendance at meetings if required.

### Retainer 3

A HR Helpline which will be available from 8.30 - 5.00 Monday to Friday to which the Practice will have unlimited access, and through which advice will be provided on HR and employment matters

Advice and guidance will be provided to the Practice, and we will ensure that policies and procedures are being followed which will include an audit of procedures and activities.



## **THE SERVICE WILL INCLUDE ADVICE AND SUPPORT IN RELATION TO THE FOLLOWING:**

- Preparing new, and updating existing employment contracts;
- Disciplinary;
- Grievances;
- Absence management;
- Performance management;
- Maternity & paternity leave;
- Temporary staff and flexible working;
- Appraisals;
- Preparing and updating staff handbooks, policies and procedures;
- Provision of template policies and letters;
- Recruitment and retention;
- Statutory employment rights;
- Restructures and reorganisations;
- TUPE transfers;
- Employment law updates;
- Redundancy.

A dedicated HR professional will be available to provide comprehensive support for all HR matters, including disciplinary cases, grievances, and associated administrative tasks.

## **Key responsibilities include:**

- Advising and supporting Partners and Managers on employment and HR issues, tailored to the specific needs of the organization.
- Assisting in the development of HR strategy and policies.
- Ensuring that all HR advice, policies, and procedures are in compliance with employment laws and best practices.
- Mediating and resolving staff disputes.
- Offering individual staff members advice and information, both in-person and through Microsoft Teams.
- Contributing to shaping the organisation's culture and staff engagement.
- Providing access to legal advice on HR matters.
- Attending meetings, either virtually or in-person, as needed.
- Maintaining visibility within the organisation through planned monthly visits.
- Offering HR training sessions at agreed-upon times and intervals.
- Conducting staff surgeries, participating in project work, and assisting with pay reviews.
- Functioning as the organisation's HR department and collaborating with the Senior Management Team and Practice Manager.
- Providing direct access to company directors during regular business hours (Monday to Friday, 8:30 AM to 5:00 PM).

