

Detailed Definition of Services

Welcome to Payroll People
Solutions HR services.



HR Consultancy

- General Policies** (Capability, Discipline, Grievance, Harassment & Bullying)
- Provision of general advice on all policies/terms and conditions, either by phone or e-mail.
 - Face to face advice (where applicable).
 - Additional pre-meetings at various stages of the processes for complex casework and appeal hearings with Governing Body.
 - Attendance and provision of advice at formal meetings in accordance with adopted policies.
 - Provision of standard letters, review of draft letters and completed paperwork.
 - Research, develop or review policies in accordance with good employment practice and/or legal requirements and consult with relevant parties and distribute to client as appropriate.
 - Provision of advice and guidance on policy changes.
 - Provision of general advice via e-mail, online bulletin service and web-site, regarding employment issues.
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- Discipline**
- Suspension advice.
 - Dismissal letter advice.
 - Review of investigation notes and/or reports prepared by client or 3rd party Investigation Team.
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- Child Protection**
- Attendance at Position of Trust meetings.
 - Employment advice upon receipt of allegations.
 - Additional support as per disciplinary cases.
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- Management of Absence**
- Access to suite of real-time reports detailing employee sickness absence information.
 - Provision of automated Alert via email in regard of Sickness Absence triggers and targets.
 - Pro-active support in regard of Sick Absence Management policy and process.
 - Review and forward information to designated Occupational Health provider.
 - Advice on phased return to work arrangements.
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- Employment Tribunals**
- HR attendance (upon request from client) at meetings with Legal Service provider.
 - Face to face meeting with client to review case history.

Workforce Reductions / Restructures

Ensure that statutory consultation requirements are met by the employer in accordance with employment law.

- Outline of policy – attendance at face to face meeting.
- Provision of a briefing session regarding the procedure and advice on recommended actions to be taken.
- Provision of statutory information, consultation documents and standard letters and provision of support in regard of completion of said documents.
- Provision of information and telephone advice regarding employees designated “At Risk”.
- Support with additional Trade Union consultation meetings.

Pre Employment Clearances

- Advice and guidance on issues relating to DBS Disclosures, Asylum and Immigration and other relevant pre employment checks.

Job Evaluation

- Evaluation of new and revised job descriptions via the Gauge Job Evaluation system, where the client has adopted the SMBC Single Status Policy.
- Provision of evaluation details and scores to the client.

Terms & Conditions

- Interpretation of national and/or locally determined agreements in relation to client staff.

Forms & Toolkits

- On-line access to a suite of HR forms, template letters and toolkits, maintained within the PPS website.

