



## REMOTE HR SERVICE

### **INTRODUCTION**

Professional People Management provides HR support to over 200 North East based organisations. We believe that the needs of organisations are a key factor when looking to resolve staffing issues – something which is often overlooked. We offer our clients a range of options for each staffing issue which gives them the ability to decide what is the right course of action for their organisation.

Each client has their own Account Manager who is professionally qualified and extensively experienced in dealing with the full range of HR issues. The Account Manager will build up an understanding of the culture and structure of the business and offer advice and guidance accordingly.

The Account Manager will give advice which will ensure;

- The needs of the organisation are met
- The needs, rights and dignity of individuals are respected
- Legal and contractual obligations are complied with

### **SERVICE FOR BUSINESSES**

We offer businesses a complete range of services on a “pay as you go” basis. The type of support required at any one time will depend upon the current staffing issues which is very difficult to predict – with our service, you only pay for what you need.

Businesses do not need to be receiving remote support to be able to benefit from the other services provided.

### **SPECIALIST PARTNERS**

We have partnered with some of the North East’s best providers to ensure a full range of services are available at preferential rates. These providers include Occupational Health Specialists, Occupational Psychologists, Employee Assistance Providers, Health & Safety Specialists and Barristers. If you have a requirement which is not covered by the list below, please contact us so that we can discuss this.



<b>REMOTE HR SUPPORT PACKAGE</b>	
<p>Provide remote advice and support on all employment related issues including;</p> <ul style="list-style-type: none"> <li>- Current legislative requirements</li> <li>- Internal policies and procedures</li> <li>- Employee relations issues</li> <li>- Short and long term absence issues</li> <li>- Job performance issues</li> <li>- Conduct issues</li> <li>- Capability issues</li> <li>- Disciplinary process</li> <li>- Grievances</li> <li>- Disciplinary and dismissal processes</li> <li>- Initial advice on Employment Tribunal Claim</li> <li>- Advice on recruitment and selection issues</li> <li>- The advice will include the provision of draft documentation where required and checking of internal documents to ensure their suitability.</li> </ul> <p>Email queries will receive a response within 24 hours and telephone queries within 3 hours.</p>	<p>£300 per annum for up to 20 staff</p> <p>then</p> <p>An additional £10 per head for more than 20 staff</p>
<b>POLICY AND PROCEDURE REVIEW</b>	
Production of revised policies incorporating up to date legislation, best practice and the organisation's requirements	From £150 Dependant on Policy
Provide project plan and support for organisation during the implementation of any changes to policies and procedures.	From £200 Dependant on Policy
<b>RECRUITMENT</b>	
<p>Devise recruitment plan to include;</p> <ul style="list-style-type: none"> <li>- review and update of application pack</li> <li>- review and update of job description and specification</li> <li>- identify selection methods</li> </ul>	£500
Draw up and place advertisement	£200 plus the cost of the advertisement
Scrutinise applications and prepare shortlist	£200
Apply for references and check on receipt	£40 per applicant
Draw up interview schedule, issue invitations, monitor responses	£300
Assessment Centres to include appropriate job related tests	£100 per candidate
Issue conditional offer of employment	£50
Verify identify, right to work in UK, qualifications, GTC, QTS and induction	£50 per applicant
Obtain DBS check – where required	£70



<b>EMPLOYMENT CONTINUED</b>	
Pre-employment health questionnaire screening	£50
Pre-employment health assessment	£150
Issue contract of employment	£100
<b>OCCUPATIONAL HEALTH</b>	
Obtaining of a GP's report, including obtaining permission as required by the Access to Medical Records Act 1988	£120
Occupational Health Referral and Report	£300
Workplace Assessments	£200
Private counselling sessions with qualified Counsellor	From £80 per session subject to location
<b>RESTRUCTURING/REDUNDANCIES</b>	
Remote support including project plan, assistance with selection criteria, template letters, meeting agendas, redundancy payments and telephone and email support	From £500
On site attendance to include; <ul style="list-style-type: none"> <li>- Selection scoring</li> <li>- Informal meetings with staff</li> <li>- Union consultation meetings</li> <li>- Formal At risk meetings</li> <li>- Appeals</li> </ul>	£500 full day  Part day £80 per hour Minimum £200
<b>ON SITE ATTENDANCE</b>	
On site attendance to provide support with; <ul style="list-style-type: none"> <li>- Disciplinary investigations</li> <li>- Disciplinary meetings</li> <li>- Grievance (including harassment) investigations</li> <li>- Grievance (including harassment) meetings</li> <li>- Mediation</li> <li>- Employee Representative/Trade Union Meetings</li> <li>- Present complex cases to Board of Directors</li> <li>- Interviews</li> </ul>	£500 full day  Part day £80 per hour Minimum £200



<b>EMPLOYMENT TRIBUNALS</b>	
Responding to Claims and complying with Employment Tribunal procedures	£300
Case preparation including documents and witness statements	£500 per day
Employment Tribunal representation	From £600 per day
Counsel's Opinion and Representation	From £150 per hour
Negotiation of settlement to include Settlement Agreement	£400



<b>HEALTH + SAFETY</b>	
<b>REMOTE HEALTH and SAFETY SUPPORT PACKAGE</b>	
<p>Provide remote advice and support on all health and safety related issues including;</p> <ul style="list-style-type: none"> <li>- Advice on hazards and risks arising</li> <li>- Advice on statutory inspection requirements</li> <li>- Updates and advice on current legislative requirements</li> <li>- Development and reviews of academy policies and procedures</li> <li>- Interactions with Environment Health Officer if required.</li> </ul> <p>The advice will include the provision of draft documentation where required and checking of the organisation's documents to ensure their suitability. Email queries will receive a response within 24 hours and telephone queries within 3 hours.</p> <p>Program will include regular newsletters on health and safety matters</p>	From £400 per annum
<b>COMPETENT PERSON SERVICE and ANNUAL HEALTH AND SAFETY SURVEY AND REPORT</b>	
Provision of independent competent person health and safety advisor ( <i>reference Regulation 7 of The Management of Health and Safety at Work Regulations 1999</i> )	From £400 Dependant on organisation size
Provision of independent survey of:- <ul style="list-style-type: none"> <li>• Organisation's policies and procedures</li> <li>• Risk Assessments</li> <li>• Statutory Inspections</li> <li>• Site Inspection</li> </ul>	From £400 Dependant on organisation size
<b>POLICY AND PROCEDURE REVIEW</b>	
Provision of Health and Safety Policy Document	From £385 Dependant on Policy
Annual Review and update of organisation's Health and Safety Policy	From £190 Dependant on Policy
<b>GENERAL RISK ASSESSMENT</b>	
Provision of General Risk Assessment Portfolio	From £400 Dependant on Size
Annual Review and Update of Risk Assessment	From £200 Dependant on Size



<b>CHEMICALS (CoSHH) RISK ASSESSMENT</b>	
Provision of CoSHH Risk Assessment Portfolio for all chemicals used	From £400 Dependant on volume
Annual Review and Update of CoSHH Risk Assessment	From £200 Dependant on volume
<b>MANUAL HANDLING</b>	
Provision of 2 hour manual handling awareness course (on site)	£200
Provision of Manual Handling Risk Assessment Portfolio	From £200 dependant on Size
Annual Review and Update of Manual Handling Risk Assessment	from £200 dependant on Size
<b>FIRE SAFETY</b>	
Provision of 2 hour Fire Safety and Fire Warden awareness course (on site) max 16	£200
Provision of FIRE RISK ASSESSMENT	from £400 dependent on size
Annual Review of FIRE RISK ASSESSMENT	£200
<b>COMPUTER SET UP</b>	
Provision of 2 hour VDU and office safety awareness course (on site) max 16	£200
Provision of personal VDU Risk Assessment	£150
<b>CONTRACTOR MANAGEMENT</b>	
Provision of Procedure for contractor management including Approved Contractor Application Form	£200
Independent Assessment of Contractors For Inclusion on Approved List	£30/contractor
Services of CDM-Co-ordinator for CDM notifiable building projects	£70/hour
<b>ON SITE ATTENDANCE</b>	
On site attendance to provide support with; <ul style="list-style-type: none"> <li>- Accident investigations</li> <li>- Risk Assessments</li> <li>- Safety Committee Meetings</li> <li>- Team Health and Safety Briefs</li> </ul>	£400 full day  Part day £60 per hour Minimum £200



<b>OPEN TRAINING COURSES</b>	
<p>Range of health and safety training courses for staff:-</p> <p>Short courses (2-4 hours)</p> <ul style="list-style-type: none"> <li>• Manual Handling Awareness</li> <li>• Fire Safety – Fire Warden training</li> <li>• Safe Computer Workstation Arrangement</li> <li>• Safe use of Ladders and Working at Heights</li> <li>• Legionella Risk Awareness</li> <li>• Asbestos Management Awareness</li> <li>• Health and Safety Leadership</li> </ul> <p>Full courses ( 1 day)</p> <ul style="list-style-type: none"> <li>• Risk Assessment Methods</li> <li>• Investigating Accidents</li> <li>• Managing Contractors</li> <li>• Level 2 – Emergency First Aid</li> <li>• Health and Safety Co-ordinator Training</li> <li>• Health and Safety for Premises Managers</li> </ul>	<p>Short courses:-</p> <p>£75/person – min 4</p> <p>Full courses:</p> <p>£150/person – min 4</p>
<b>OTHER SERVICES</b>	
<b>PORTABLE APPLIANCE TESTING SERVICES</b>	
On site testing of all portable electrical equipment	From £2.00 per item
<b>FIRE SYSTEM SERVICES</b>	
<p>Various services can be arranged including:-</p> <ul style="list-style-type: none"> <li>• Fire extinguisher servicing</li> <li>• Fire alarm maintenance and inspection</li> <li>• Emergency lighting maintenance and inspection</li> </ul>	Prices on request
<b>ASBESTOS MANAGEMENT</b>	
<p>Various services can be arranged including:-</p> <ul style="list-style-type: none"> <li>• Provision of premises Asbestos Management Survey</li> <li>• Provision of premises Demolition/Refurbishment Survey (e.g. preceding building renovations/demolition)</li> </ul>	Prices on request

