



HR services

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Employment related legislation is a minefield, it is constantly changing, our aim is to keep you abreast of changes and to ensure that you are compliant, meet your obligations and feel that you can run your business with confidence.

HR is not just about legislation, it is about having the right people and harnessing their potential so that you have a business that focuses on success. We aim to work with you to develop progressive HR policies and practices that support your business objectives.



“Effective HR planning & support allows key staff to focus their attentions on increasing profitability”

HR Health check	Yes / No	Do I need help?
Do my employees have Contracts of Employment, are they necessary?		
Do we really need to provide employee handbooks?		
Are key members of staff tied up throughout the recruitment process?		
Does your organisation have procedures in place to deal with members of staff that don't do their jobs properly?		
Does the business have processes for dealing with staff absenteeism?		
Are key staff members confident in dealing with redundancies?		

What's in our HR services guide?

HR Health check
HR FAQ's
Case studies of effective HR

What HR services do we offer?

- Comprehensive HR health check
- Employee Handbook & Contracts of Employment
- Cost effective recruitment & selection
- Assistance in employee issues such as disciplinary and grievance
- Absentee management
- Ensuring compliance with discrimination & equality legislation
- Help with managing change in your business including redundancy
- Formulating & implementing appraisal & development schemes

What Makes Us Different?

“Our flexible approach works with you to develop positive change in your business and guide you through those difficult employment issues bringing about the best conclusion for you”

would you like our help?

t: 01202 875900 e: enquiries@wardgoodman.co.uk w: wardgoodman.co.uk

Frequently Asked Questions:

I need to have contracts of employment and Employee handbooks that comply with current legislation can you Help?

“Yes, we can come and meet with you discuss your current conditions of employment, advise on their appropriateness and write contract handbook and draft documentation that provides you with tools to manage the people in your business.”

I need advice on how to manage a problem employee, what can I do?

“We can come and review the problem and advise on the best way forward and, if it is a disciplinary matter lead you through the process to ensure you can turn the problem around.”

We need to recruit a new manager in a cost effective way, I don't know what questions to ask can you help?

“Yes, we are able to help you identify the skills you need, write the advertisement and can carry out the initial selection process so you only have a shortlist of the best candidates to see.”

I need to restructure my business to meet changing economic trends and this may mean reducing my workforce, I need to get it right, can you help?

“Yes redundancy is a difficult process but it is not always the answer. We can work with you to identify all of the options and guide you through the process to bring about the best result for your business.”

Some of the results:

Investigation

Company has grown rapidly in past 3 years now employs 10 people but does not have any contracts of employment or any employment procedures.

Recommendations

We met with MD discussed what they were currently offering and prepared:

Contract of Employment, Employee Handbook, Draft letters and documentation and Regular up-dates in line with changes

Results

The company's employment procedures are compliant, all existing and new employees have contracts and staff relationships were improved.

Investigation

Company needed to recruit a Financial Controller to take charge of its accounting function, this was a new position.

Recommendations

Identified needs and then: Placed job advertisement, short listed applicants, carried out first stage interviews, assisted Owner through second interviews, assisted with selection of the right candidate.

Results

The company now has an additional member of the management team who has ensured all financial procedures are in place can be used effectively in the growth of the business

Investigation

An employee has been suspected of stealing money from petty cash what do they do?

Recommendations

Advised the employer of current disciplinary procedures and how they must be followed to ensure the matter is handled fairly, avoiding a employment tribunal. Assisted with the investigation & identified a wide range of issues. Advised and assisted with changes in management practice

Results

The matter was resolved. An employee was not dismissed and a claim for unfair dismissal avoided. New procedures were introduced to prevent a reoccurrence.

