

# Introducing HR Solutions

Innovative and flexible HR solutions  
for your business



# HR Solutions

HR Solutions provide competitive, flexible and commercial HR advice, consultancy and support to all businesses with employees regardless of size.

“ Our efficient service and professional advice gives you peace of mind that your workforce is being managed effectively, leaving you to focus on the profitability and success of your business. ”

HR and employment law issues will be an inevitable feature in your day to day business. These might include issues with your employees' attendance and conduct, or a wider workplace cultural problem, or you may wonder how complex employment and immigration legislative changes will impact your business.

We understand that dealing with these matters in house is not always an option. Whether you need advice and guidance at the start of a project, a review and update of your policies and procedures, employment law advice in a specific case, recruitment support, immigration advice or to outsource a specific HR project from start to finish, HR Solutions guarantees a HR professional to work with you on an ad-hoc or continuous basis, either on-site or remotely.

As HR and immigration specialists we offer innovative and flexible services to support your business objectives.

We work with clients of all sizes and industries providing reliable commercial advice when you need it most.

1

Are your Contracts of Employment, policies and procedures legally compliant and up-to-date?

2

Are you confident about your obligations as employer, particularly in respect of working time and family-friendly leave?

3

Would you know how to conduct legally compliant consultation processes in respect of redundancy, organisational restructures, or business transactions and TUPE transfers?

4

Do you know how to manage under-performing employees and other difficult staffing situations?

5

Would you know how to deal with a disciplinary or grievance situation?

6

Do you have senior staff for whom you require Directors Service Agreements?

7

Do you have absence problems, either on an individual or organisation-wide basis?

We can help you with all of this and more, working on a retainer or ad hoc basis to suit your needs.

# Our main services

1

Providing support and advice remotely over the phone and/or via email including the provision of template letters and documents.

3

Drafting compliant employee documentation i.e. Contracts of Employment, Employee Handbook, Policies and Procedures, and Directors Service Agreements.

2

Supporting on-site at any employee meeting e.g. disciplinary, performance review, welfare meeting or redundancy consultation.

4

Supporting businesses with specific projects including TUPE transfers, restructures, changes to T&C's etc.

We offer innovative and flexible services to support your business objectives, no matter what industry you operate in. You can decide whether you need our HR specialists to work with you on a one off project or an ongoing basis, safe in the knowledge that support is there when you need it.

Some of the services we offer include:

## HR advice

The employment life-cycle includes a huge number of topics from recruitment related issues all the way to dismissals. As an employer, you might have to deal with:



This is due to a number of reasons including redundancy, and special projects such as TUPE transfers. We haven't even mentioned any of the above potentially escalating into a legal challenge.

Advice on the entire spectrum of HR issues is complemented by our comprehensive database of templates for employment contracts, policies and procedures, and any related letters you may need.

A question may sound simple and perhaps silly, for example how to correctly calculate holiday entitlement for a part-time employee or what is the process for checking a new employee's right to work, but it is always wise to seek advice if unsure. Getting proper advice may save you from potential trouble down the line - be it an internal grievance or a potentially very costly and reputation shattering Employment Tribunal claim.

To make sure this doesn't happen HR Solutions at MHA MacIntyre Hudson provide expert advice in all areas of HR and employment law. We will make sure you comply with the regulations and follow the employment legislation, whilst at the same time guiding you in line with best practice thus ensuring any decisions you take make commercial sense for your business.

# Our main services

Continued



## Employment Law

The HR Solutions team is trained and skilled in the field of Employment Law. We all regularly keep up to date with new developments and are well positioned to use this expert knowledge in any advice we give to our clients.

## Immigration services

OISC Level 1 registered Immigration Advisors we can also help your business with a range of immigration challenges from:

Obtaining a Sponsor Licence

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Maintaining day to day operation of your Sponsorship Management System

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Acting as your representative in dealings with the Home Office

.....

Advice and support with Skilled Worker, Global Business Mobility and Temporary Worker visas

.....

Advice and support with Innovator, Start-up, and Global Talent visas

.....

Advice and support with Visitor and Ancestry visas, Long Residence, Private Life, Naturalisation and British Citizenship applications

.....



# Additional Services/Products

## HR software

We are proud to partner with Breathe HR, an intuitive HR system designed for SMEs. We are able to combine our service with a system that can automate all those time-consuming HR admin tasks freeing up more time to help your business grow.

## HR audit

Our HR audits are a very efficient and above all, a very flexible way of examining your HR processes and their effectiveness, whether you have particular concerns about your recruitment procedures or your disciplinary process or would simply like an overall MOT check on your HR practices.

## Meeting facilitation

You won't often have to carry out a formal disciplinary hearing or attendance management meeting, and it is difficult to remember how these meetings should be conducted.

Our HR Consultants can coach you in advance of the meeting, provide you with detailed meeting scripts to follow, and/or support you at the meeting in an advisory capacity to ensure the correct format is followed.

## Settlement Agreements / ACAS Early Conciliation

Sometimes, despite your best efforts, you may have an employee situation which cannot be resolved. In those circumstances, you may seek to enter into a Settlement Agreement under which the employment relationship is ended amicably. We can advise on how to hold a Without Prejudice conversation, draft the Proposal Letter and Agreement, and liaise with the employee's solicitor regarding signing of the Agreement.

Where an employment relationship has broken down to the point that a claim is being made in the Employment Tribunal, there is an opportunity to settle this via ACAS Early Conciliation before going to court. We can liaise with the ACAS officer on your behalf and advise on what a reasonable settlement would be.

# Specific projects

## Legal Compliance

We can support you in ensuring your compliance with legislative requirements. We can advise you on worker / employee status and provide Worker Agreements or Contracts for Services as applicable. We can support you with carrying out Right to Work in the UK checks or conduct them on your behalf.

## Recruitment

We have the skills to support you with your recruitment exercises. We can assist you with writing job specs and legally compliant adverts; shortlist candidates; conduct initial interviews before referring to you for second interview; and negotiate job offers on your behalf.

## Complex projects

Sometimes bigger projects may come your way, and this is where HR Solutions can give you peace of mind that everything is being handled in a way which is both compliant and the best for your business. Your company might need a restructure, or you may wish to acquire a smaller business and are worried about what TUPE regulations will mean for you. Our HR Solutions team has the skills and experience to take on anything from a due diligence exercise to a job evaluation exercise.

We can also produce and publish specific legally required reports such as the Gender Pay Gap report and Modern Slavery Statement for you, and assist you with holding Protected Without Prejudice Conversations for employees you wish to exit from your business, and drafting the resulting Settlement Agreements following the exit negotiations.

## Training

Your managers and employees would benefit from a better understanding of UK employment law and their obligations. We can afford access to over 2000 online training courses including Equality and Diversity in the Workplace, Harassment and Bullying at Work, Absence Management, and Mental Health at Work. We can facilitate individual training accounts so that you can track and record progress.

## Background Checks

As well as conducting Right to Work in the UK Checks, we can undertake a range of background checks on your candidates. These include Employment History, Academic Qualifications, Professional Membership Qualifications, Character / Professional References, Criminal Records and Credit Checks, and are available worldwide, not just in the UK.

# Case studies

## Immigration advice & support

A technology and research company wished to employ a Mexican national in the UK. The role required a candidate who could demonstrate competence in technology; business and innovations strategy; environment and sustainability; and a person with experience of conducting research activities.

The company had commenced advertising the role in November 2019. It was then paused in March 2020 due to COVID-19 and reopened in July 2020. 66 applications were received; however, only seven candidates were suitable to invite to interview. Of these, three proceeded to a second interview and the migrant worker was identified as being the best candidate. He had the most appropriate background and expertise with abilities beyond the minimum requirements. He had previous experience within the sector as well as contacts and technical expertise which no other candidate had.

In order to employ him, they needed to obtain a Sponsor Licence and meet certain requirements in respect of the vacancy. We reviewed the vacancy to ensure it was eligible for Sponsorship under the Skilled Worker Route, and that it met the minimum salary requirements. We advised on the process, costs and timescales of applying for the Sponsor Licence and the information / documents required.

We worked with the client to collate the relevant documents and ensured that they were in the correct format and saved under the correct file names for the online submission. We prepared the application and assisted the client in submitting it online and via email submission of the documents.

Once the Licence was granted, we applied for the Certificate of Sponsorship. The Certificate of Sponsorship was approved and we then assigned it to the migrant worker and guided him on the Skilled Worker Visa application. The visa application was successful and the migrant worker joined the company's workforce in the UK.

## HR and Employment Law Support

We engaged with the management company of an apartment building in Central London. Their initial requirement was for assistance with a TUPE transfer as they were bringing the concierge team in-house after being outsourced. Our consultant conducted the TUPE consultation process, carrying out the individual meetings with the employees, and also the due diligence process. We also drafted new Contracts of Employment and an Employee Handbook, and set up an account for the client on BreatheHR.

On an ongoing basis, we have advised on COVID, furlough and shielding issues; family-friendly leave; sick pay and payrises; Immigration; and performance, absence and disciplinary issues.

## Redundancies

A car painting firm faced an unprecedented loss of work due to Brexit, COVID-19 and the lack of supply of vehicle microchips. Reluctantly, they were forced to consider redundancies. This was a long-standing family business with some long-serving employees and the owners had no knowledge or experience of conducting a redundancy consultation process.

We guided them through the production of a business case which confirmed that the situation was untenable, and supported them throughout the redundancy consultation process. Our consultant attended on-site for the consultation meetings and was able to assist the client with the process as well as questions from the employees and calculation of the payments due to them.

# Case studies

## Continued

### **Gender Pay Gap Reporting**

With the introduction of the Gender Pay Gap reporting requirement a lot of businesses struggled with internal capacity to take this project on. One of our clients, a maritime high-technology enterprise, approached us for help producing this report. Ahead of time we worked together to produce a trial report for the business to gain a good understanding of the statistics and of actions they can take to improve the gap reported. After the successful trial we also produced the legally required statistics in a well-presented report the client was able to use in their internal and external communications.

We were able to deliver not only the required parameters for satisfying the legislation, but also helped the business understand the driving forces behind the statistics, how they benchmark against other companies in the UK and specifically in their sector, and what actions they can take to be able to present an improved picture in the following year's report.

### **Modern Slavery Statement**

A producer of non-ferrous metals, supplier to civil construction, automotive and cables and wires, met the threshold of an annual turnover of at least £36m, and was therefore required to publish a Modern Slavery Statement.

We obtained the relevant information required for a Modern Slavery Statement in accordance with the Modern Slavery Act and prepared the Statement for them in an appropriate format. We also advised them on the signing of the Statement to meet the legislative requirements, when and where it needed to be published, and when it needed to be updated. In addition, we published the information for them via the Government's Modern Slavery Statement Registry service.



# About us

We are Top 15 independent UK accountancy firm

We are members of the global accountancy network – Baker Tilly International.

**1880**

Established in

**128+**  
Partners 

**1,462+**  
Staff 

**12**  
Offices 

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# HR Solutions team



**Jane Walker-Smith**  
HR Partner

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Jane is a Fellow member of the CIPD and has a strong academic background. She has over 20 years of experience in the HR field and joined MHA in June 2008, having previously held senior roles at an international top 6 Law Firm, an IT & recruitment consultancy and construction companies.

Her role involves overseeing HR and training across all of MHA's offices, looking at innovative and effective ways to improve business performance through the people within the firm. She also heads up the HR consultancy and training arm of the practice and has significant experience dealing with all aspects of client work.



**Joanna Rose**  
HR Consultant

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Joanna is a Chartered member of the CIPD with over 20 years' experience in the HR field and joined MHA in July 2010.

With previous experience in Retail and Industry, Joanna has knowledge of the running of various types of businesses and the difficulties they might face. Joanna is an accredited Insights Discovery trainer with a wealth of experience in supporting and training managers and employees in various areas such as Employment Relations, Performance Management, Having Difficult Conversations and EDI.

In previous roles Joanna has gained significant experience including strategic HR management, compensation and benefits, redundancy and restructure, TUPE consultation, and Apprenticeships.

Stephanie is an employee relations specialist, qualified as an Associate CIPD member since 1998, with 29 years' HR experience, 20 of which are in consultancy.



**Stephanie Pote**  
Senior HR Consultant

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Stephanie joined the HR Solutions team in August 2018 and has supported a range of our clients on areas such as changing terms and conditions, restructure and redundancy, TUPE consultation, absence and performance management, and disciplinary and grievance issues. Previously, Stephanie has worked with clients to address organisation-wide absence problems, consultation on changes to benefits packages, and collective redundancy consultation.


Stephanie also works with start-up businesses to put compliant Employment Law documentation in place and can advise on Directors Service Agreements, Contracts for Services, Bonus Schemes and LTIPs, as well as Protected Conversations and Settlement Agreements.


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 MHA

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