



Employment & HR Support Package

Managing your people effectively will help your business succeed. Employment Law can be a headache and many businesses do not have the internal resources, skills or knowledge to deal with complex employee issues and legislation.

Our services provide you with tailored, flexible, and cost efficient support to meet your organisation's needs, size and industry.

Whatever support you choose, you will have access to our specialist employment solicitors and experienced HR consultants who will understand your business and work with you as a business partner, enabling you to deal with people management issues with confidence.

Our Services

Employers now recognise the benefits of outsourcing their employment and HR requirements; professional HR support can be obtained at a fraction of the cost of employing their own HR staff.

Our services include employment law and HR support with:

- Contracts & Handbooks
- Outsourced HR Administration
- Performance Management
- Rewards & Benefits
- Training
- On-site consultancy support
- Insurance Protection
- Recruitment
- Discipline & Grievances
- Equal Opportunities
- Absence Management
- Terminations

Our Employment Support Package provides you with:

Health Check

We conduct a health check on any employment documentation, policies and procedures and recommend any changes required to meet current employment law requirements and best practice guidance

Customised Employment Documentation

We produce and develop bespoke essential employment documentation, including:

- Standard Contracts of Employment for every member of staff as well as templates for future use.
- Employee Handbook, containing essential policies and procedures to comply with legislation having met with you to discuss your specific business requirements.

In addition to standard documentation we provide templates, for example application forms, offer letters etc. We provide checklists and additional policies for a wide variety of issues of particular importance to your business, for example whistle-blowing, or alcohol and drug testing.

We update your documentation on an annual basis to ensure that it remains up to date with legislation and reflects your needs.

Employment Law Advice Line

We provide you with a telephone advice line service. This is manned by local, dedicated and expert employment solicitors. It provides instant support in dealing with all types of employment law issues.

Our specialist solicitors guide managers safely through any process, help resolve difficult issues and minimise the risk of expensive claims. And we are on hand to meet with you when the need arises.

Advice is only given by solicitors, not HR professionals, ensuring that the advice is non-disclosable in legal proceedings.

Additional Employment & HR Support

In addition to the Employment and HR Support Package you can also pick and choose one or all of the following services. The cost of these additional services can be added to the Support Package and spread over the term of the subscription.

Employment Insurance Protection Cover

Employment claims are a significant business risk. We can arrange an insurance policy in your name, ensuring you benefit from full policyholder protection. This provides you with invaluable cover against costs and awards in the event of a claim. We also offer Absolute Insurance which provides cover even where you fail to follow our advice.

As we are named as the legal advisors on the insurance policy we carry out the initial employment audit of the business at the start of the cover and it will always be us that you deal with which means there is no delay in dealing with call centres.

Outsourced HR Administration

We will establish and help you maintain comprehensive personnel filing systems for you at your office and set up record keeping processes to help you monitor absence and training. We will also manage the paperwork required for new starters, leavers and everything in between – all in accordance with your HR policies.

Performance Management Processes

We work with you to develop and implement effective appraisal systems and performance management processes. We provide training to your managers to ensure maximum benefit is gained.

Reward and Benefits

With access to current market data we review reward scales and establish appropriate benefits packages, assisting with their implementation where necessary.

Redundancies and Restructures

We guide you safely through any redundancy and restructure procedures, maximising the outcome and minimising the impact on your staff.

Bespoke Training

We can provide your managers and staff with bespoke training for a low fixed fee on all employment and HR issues, including recruitment, equal opportunities, managing disciplinaries, grievances and performance issues. Training is tailored to your practices, policies and procedures and is both practical and interactive.

On-Site Consultancy Support

We provide you with hands-on assistance on-site whenever you need it. We guide you safely through all procedures, including redundancy, disciplinary, performance, absence management, sickness and termination. We help you to confidently deal with issues, and our HR consultants are on hand to sit in on difficult meetings, whilst our employment solicitors ensure procedures are followed and minimise the risk of disputes or claims.

Costs

We offer payment in a monthly instalment plan to spread your costs. Our support package costs from as little as £100 + VAT per month for organisations with less than 10 permanent staff.

Our subscription rate is calculated by employee headcount. We review our headcount rate with our clients regularly so that we ensure it is at the right level.

We know that some providers tie in clients for anything up to 5 years. Our success is built on long term relationships. We have to deliver to be successful, so we avoid long tie-in periods and offer 24 month contracts. We are confident that you will return.

Benefits

Our services are provided locally and at extremely cost effective prices. We have moved away from traditional solicitor hourly rates to a subscription model, which we are able to do because we specialise. This has key advantages for you:

Cost saving: Our subscription service results in significantly reduced costs for you when compared to standard hourly rates.

Cost effective: Our service promotes early and extensive support, avoiding problems and resulting in better decisions that avoid liability.

Business effective: Our HR team promotes early and extensive support, which assists managers in resolving issues that may otherwise have been avoided. Management and employee productivity is improved.

Local: you will always know who you are dealing with and we understand your issues.

Face to Face: We get to know your business and work as part of your team to prevent disputes, help save you time and money, and avoid damage to your reputation.

Contact us

For further information or a no obligation quote please contact Donna Purchase on 01646 691093.



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Employment Protection Package

Protect your business against Employment Tribunal claims

Employment law has become a major headache and distraction, diverting invaluable management time from the core business to deal with workplace issues and claims. Employees are quick to bring claims and tribunal awards are on the increase.

You can now effectively and affordably ensure you get the day to day employment advice you require whilst protecting your business against tribunal claims.

In addition to our employment support package which includes an annual health check to ensure your employment documentation is up to date and compliant with latest legislation, the protection package gives you insurance against the risk of Tribunal awards up to £250,000.

You will be assigned a specialist employment lawyer dedicated to your organisation, someone local who you can work with and who will really get to know you and your business. You will also receive practical support and guidance from an experienced HR consultant. So when you need help or advice, you know it's coming from someone you can trust.

Benefits

- Affordable monthly fixed fee payments
- Tribunal awards cover up to £250,000 including legal costs
- Audit of employment documentation and annual health check
- Access to specialist employment law advice line and to dedicated HR Consultants
- Regular e-newsletters on employment law
- Access to free seminars
- Bi-annual employment and HR breakfast sessions and training sessions for managers

You can use the scheme as a complete outsourced HR department or as a comprehensive support system for a HR manager within your business. Costs are tailored to suit your business needs.

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Bespoke Training

Employment Law, HR, Health & Safety

Redkite HR training courses provide added protection against employment tribunal claims and accidents by training your key managers and staff on how to manage your people and health & safety issues. Our training sessions are an excellent way to deliver training in house and at an affordable price.

What we do

We are a leading provider of specialist training, covering all aspects of employment law, HR and Health & Safety. Keeping up to date with developments in employment law is a constant challenge due to the amount of change taking place. However, it is a challenge that needs to be met to avoid leaving untrained or inexperienced managers dealing with issues that could result in tribunal claims.

The ACAS Code on Discipline recommends that appropriate training takes place for those managers and supervisors involved in disciplinaries. Not following the Code can result in up to a 25% increase in compensation awarded. The latest tribunal claim figures show a 29% increase in claims for unfair dismissal.

This is particularly important at a time when managers are being asked to tackle problems like under-performance, absenteeism or deal with redundancies.

Aim of the training

The training is aimed at providing managers with a better understanding of their obligations and responsibilities. The training is tailored to your practices, policies and procedures and is both practical and interactive. It includes a comprehensive handout, with fact sheets of information on the relevant areas and useful checklists and templates.

Training sessions available

Please see our Training Directory for details of training sessions currently available.

Benefits

- Training sessions provided in-house, minimising disruption to your business
- More effective workforce
- Minimised risk of Tribunal claims or accidents
- Ensuring a consistent approach is taken to all staff
- Ensuring managers are informed on key issues and are aware of the pitfalls
- Enhancing skills in people management
- Improving morale

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Reward & Benefits

Recruit, reward and retain your employees

Ensuring your employees feel valued is essential to the success of your business. We deliver solutions that help you reward and retain your key employees, improve performance and save money.

Our package can include a review of your reward and benefits. It gives you access to our expert employment lawyers and HR consultants, who will provide guidance on every aspect of reward, benefits and recognition. Whether you want to introduce a bonus scheme, pensions, or childcare voucher scheme you will be guided every step of the way.

You will be assigned a specialist HR consultant dedicated to your organisation. Someone local who you can work with and who will really get to know you and your business. So when you need help, you know it's coming from someone you can trust. And it won't cost the earth - we provide an affordable service which ensures maximum return on your employee investment.

We can help you with:

- Full review of reward and benefits
- Bonus and performance pay structures
- Market comparisons of reward and benefits across sectors and occupations
- Pensions, including review and implementation
- Benefits, including death-in-service, medical cover, and income protection
- Salary sacrifice schemes, including childcare vouchers
- Share schemes
- Communication, employee consultation and delivery

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Our people - Red Kite Law

Our People



Donna Purchase
Employment Partner



Donna has specialised in providing practical employment law solutions since qualifying as a solicitor in 2001. She has extensive experience in all areas of employment law, in particular contract variations, discrimination, restructures, redundancies, terminations and tribunal advocacy.

Donna is a specialist on employee relations and employment law issues, providing advice to clients of all sizes. An accomplished trainer, she develops and delivers training on all employment and HR issues, including recruitment, disciplinaries and grievances, and equal opportunities.



Hannah Belton
Employment Lawyer



Hannah specialises purely in employment law and has wide-ranging experience in both contentious and non-contentious employment issues. She advises and supports businesses through disciplinaries, dismissals and grievances. Hannah deals with tribunal claims in all areas, including unfair dismissal, discrimination and breach of contract, and she conducts her own advocacy at Tribunal.

Training is an area of interest and she provides in-house training sessions and workshops to clients and employers on all employment law issues.



Our people - NM Human Resources

Our People



Nia Marshall
HR Consultant

N M Human Resources

With extensive generalist HR experience gained within Anheuser-Bush Europe Ltd. (Budweiser) and Sotheby's Europe, Nia is a member of the Chartered Institute of Personnel and Development, Chartered Manager of the Chartered Management Institute and she won the Institute of Business Consultancy Best Newcomer to Consultancy UK Award 2009. Having run her own businesses in Pembrokeshire for over 8 years Nia understands the issues local businesses face in employing the right people and remaining compliant with legislation. Nia is an accredited trainer and an Investors in People Advisor.



Caroline Mathias
HR Consultant

N M Human Resources

Caroline is an experienced and qualified HR consultant with a generalist HR background and practical management experience gained through setting up and running her own business in Pembrokeshire. She joined NMHR in 2009 to develop the training and performance management programme for clients and led the business in achieving Investors in People recognition. She is a member of the Chartered Institute of Personnel & Development and the Institute of Leadership & Management.

NM Human Resources was established in 2007 by HR specialist Nia Marshall and incorporated in 2009. Today the team of HR consultants, located in prestigious offices on Milford Marina, offer the full cycle of people management consultancy services from payroll and staff development through to all stages of recruitment and retention. In addition to the support provided under Red Kite HR, NMHR have appointed Advisors on the Welsh Government's Workforce Development Programme, who have assisted over 100 local employers to access in excess of £150,000 of funding for training. The specialist Investors in People Advisors have helped 5 local businesses achieve Investors in People recognition and NMHR's commitment to professional development and business improvement was recently recognised by achieving the investors in People Bronze Award.

NMHR also provides support through a range of Welsh Government funded programmes, including business planning, access to finance, market research, market development and marketing planning.

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Testimonials

What our clients say

“The team is very approachable and their advice is clear, uncomplicated, and practical. Donna Purchase is very pragmatic and has excellent interpersonal skills which makes her very easy to get on with. This in turn helps to build an excellent working relationship.”

HR Manager, Pembrokeshire Housing Association

“The Employment Support Package has lifted a huge weight off our shoulders. We have a brilliant staff management system in place now thanks to them, and if we ever face any problems, we have immediate professional help on hand and face to face.”

Managing Director , Slebech Park

“Nia Marshall is thoroughly professional in her consulting approach and has been an enormous asset to us in getting this business up and running. She is also very responsive, ensuring work is delivered on time and to the highest of standards.”

Owner, the Grove Country House

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