

Employment Compliance Checklist

Use our checklist to see how compliant your business is:

Employees have an employment contract within 2 months of starting?	
Contracts & policies comply with current legislation?	
Documented evidence of all employees' eligibility to legally work in the UK	
An induction process for when employees start?	
Fire Risk assessments current?	
Employees provided with Health & Safety instructions?	
Risk Assessments are current & action plans are in place?	
Computer users given a Display Screen Assessment?	
All employees are paid at or above the National Minimum Wage?	

If your business cannot tick one or more of the above, then call hjs|people today for advice, support and peace of mind!



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HR & Employment Services

hjs|people offer a range of products and services to support your HR and Employment needs, freeing you up to look after your business.

Getting the right people and keeping them is one of the most challenging aspects for any business.

hjs|people provide you with the tools to manage your staff, ensure you are legally compliant, and protect your business against the cost of expensive employment litigation.

Our service can be tailored and specific to your requirements and budget. Broadly we offer the following services:

	Starter Pack from £500	Monthly Retainer from £175 per mth
Initial on-site visit to discuss your requirements	FREE	FREE
Tailored contracts & handbooks	✓	✓
CD with employment documents	✓	✓
HR forms	✓	✓
Standard letters	✓	✓
Update service to maintain compliance		✓
Access to employment advice line		✓
Email Support		✓
Full legal cover*		✓
Updates for contracts & handbooks		✓
Half day training for managers		✓
Annual visit by consultant		✓
10% discount off further HR services		✓

* legal cover for employment tribunals, subject to policy provisions including:

- preparation of ET3 in response to a claim
- preparation for and legal representation at tribunal
- Indemnity against tribunal awards
- Legal representation at any health and safety prosecution

Health & Safety

The introduction of the Health and Safety (Offences) Act 2008 means that serious breaches of health and safety rules previously punished with fines can now attract a **custodial sentence of up to two years**. The wide ranging powers also mean that an employee who has contributed to a health & safety offence could face a prison sentence even if no accident or injury occurred as a result of their actions.

hjs|people provide a full range of services to help you remain compliant with health & safety law.

	H&S Starter Pack from £500	H&S Monthly Retainer from £150 per mth
Initial on-site visit to discuss your requirements	FREE	FREE
Set up health & safety procedures	✓	✓
Provide a health & safety manual	✓	✓
Conduct risk assessment and provide report	✓	✓
Conduct fire safety risk assessment and provide report	✓	✓
Provide you with staff induction check lists for your business	✓	✓
Risk assessment action plans		✓
Fire safety risk assessment action plans		✓
Conduct on-site training for management to “competent person” status		✓
Access to advice line		✓
Email Support		✓
6 monthly check up report		✓
Display screen equipment questionnaires		✓
Legal cover for H&S prosecutions, including representation at court proceedings.		✓

Consultancy & Ad-hoc Services

We offer a full range of consultancy services. These include but are not limited to:

Management Training:

- Effective Management & Leadership Skills
- Handling discipline, dismissals and grievances
- Recruitment and Selection Interviewing
- Managing Performance
- Controlling Absence
- Time Management

On-Site Consultancy:

- Chairing disciplinary and grievance meetings
- Handling poor performance issues
- Implementing appraisal systems
- Implementing HR systems and processes
- Support and Coaching for new HR staff
- Re-structures and redundancies
- TUPE (business transfer) issues
- Designing and Implementing Competency Frameworks
- Creating High Performing Teams

Recruitment & Selection:

- Writing Job Descriptions and Person Specifications
- Searching for candidates
- Screening, interviewing and checking eligibility of applicants
- Psychometric Assessments and Ability Tests

Outsourcing Options:

We can also manage some or all of your HR Administration including:

- New starter administration
- Payroll
- Tracking and management of holidays and sickness absence
- Managing maternity, paternity etc.
- Management of employee communications
- Leaver administration