

Why spend hours in your business wrestling with complex employment issues when the answer is just a phone call or email away? You will be surprised at how little it costs to sign up and if you end up having to go to an Employment Tribunal, can you really afford the alternative?

- How do I keep up with ever-changing employment legislation?
- How can I dismiss without fear of tribunal?
- How do I handle maternity leave?
- Do I have to agree to part-time working?
- What counts as a disability?
- How do I deal with a person who has a lot of days off sick?
- Can I change an employee's terms and conditions?



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*'Helping companies  
take the pain out of managing people  
whilst Preventing People Problems'*



We are a personal, unique HR & Employment Law service providing outsourced HR support to local businesses as we know not many SMEs can afford the luxury or actually require a full time HR presence. Nevertheless, employers still need to understand and comply with ever-changing employment legislation and with our ability within a range of packages to provide Employment Tribunal Indemnity insurance covering legal expenses and awards they get true piece of mind.

We are based in Baldock, Hertfordshire and cover surrounding areas including Bedfordshire & Cambridgeshire covering all business sectors from Printers to Health shops.

#### Email & telephone advice line:

We understand that sometimes our clients wish to gain advice urgently and prefer to either telephone or send an email and is why for a small monthly fee we can provide unlimited advice from our Chartered Members of the Chartered Institute of Personnel & Development (MCIPD) and Legally (ACEL) qualified professionals.

On the whole we are able to answer questions immediately but should further information be required we will get back to you within 4 hours and as part of our advice we will provide draft legal letters to ensure your company follows best practice & the law.

#### Personal support:

At Consensus our relationship with our clients is extremely important and is why each client is treated individually and not as a number. We get to know our clients businesses and provide solutions to their HR issues whether it is introducing contracts, values or a performance management system to employment law training. We are there to take the headache away of employing people and allow the business to continue to grow.

#### On site support:

Dealing with employee issues such as an unacceptable level of sickness or theft can sometimes be time consuming and worrying for business owners with them needing support and is why at Consensus we are happy to attend a clients business and support them and will provide a quote for this service if needed.

## What we offer

- ✓ Monthly unlimited telephone & email advice with our legally qualified team and legally drafted letters for a small monthly fee.
- ✓ Advice line backed by tribunal insurance
- ✓ Contracts of employment, permanent, casual, zero hours
- ✓ Company HR handbook
- ✓ Disciplinary & grievance hearings & appeals
- ✓ Dismissals
- ✓ Performance management systems
- ✓ Absence management & systems
- ✓ Recruitment
- ✓ Redundancy projects & outplacement
- ✓ Employee relations
- ✓ Employment attitude surveys
- ✓ Training & development
- ✓ Payroll
- ✓ Health & Safety
- ✓ Cloud personnel system
- ✓ Reward & benefits systems and procedures.
- ✓ Monthly HR Newsletter
- ✓ On site HR Support
- ✓ Monthly HR Packages



**Building Businesses through HR**

**01 438 310062**

