



HR Support

Businesses of all sizes need help with HR.

Maybe you are a small business with no HR experience trying to manage a difficult employee, or your HR manager needs additional help in handling a complex grievance. Whatever your situation, we can provide hands on assistance at your premises with our flexible and cost effective HR support service.

So how can we help you?

Our experienced and practical team can:

- Create or amend employment contracts, policies and procedures;
- Provide an HR advisor to conduct internal meetings with employees;
- Provide support and assistance to your HR manager;
- Conduct independent investigations into grievance/disciplinary issues;
- Prepare effective and compliant letters to employees;
- Provide a tailored script for your internal meetings
- Provide guidance on how to handle long term illness sensitively.

Whether you would like us to handle a one off employee problem, provide ongoing support by email/telephone or visit you at your premises, we will create a package to suit you.

what makes us different?

Our HR team work alongside employment law solicitors ensuring that all the services we offer are in line with statutory legal requirements and are structured with the help of legal experts.

The team is headed by Tracy Rowbotham who is a qualified specialist employment paralegal, with over 10 years practical experience across a wide range of HR issues.

Tracy is supported by HR assistants who help with drafting HR documents and correspondence and can attend on-site meetings to take notes. So there is always someone available to guide you.



We offer our HR service as a fixed price for one particular job or as a monthly paid helpline under which you receive unlimited support and assistance.

We will provide as much or as little help as you need, whenever you need it, so let us take the worry away from you and contact us today.

**For a fixed fee quote
call **01472 262626****

or email: hradvice@wilkinchapman.co.uk

www.wilkinchapman.co.uk

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