

‘Pay As You Go’ HR support

HR advice as and when you need it

Employment law continues to become more complex. People problems arise unexpectedly. Where do you go for good advice that helps you manage your people and your business?

Practical support for employers

Managing people in today’s fast changing world is a tricky business. The growth in employment legislation brings new pressures and risks, and most directors and managers know that they need to get the very best from their workforce if their organisation is going to grow and succeed. But employing a specialist HR Manager is too expensive for many SMEs.

‘Pay As You Go’

We know that many employers don’t want to sign up to a long service contract or to incur large fees that they weren’t expecting.

We offer a ‘Pay As You Go’ service to our clients which means that you can use us as and when you need to. Our rates are clear and transparent, so you can see exactly what costs you are incurring as you go.

Specialist advice from experienced HR advisers

Smith & Williamson’s People Management team has been set up specifically to provide practical advice and support to help you manage your people effectively. Our qualified and experienced HR and training specialists can provide you with expert help as and when you need it.

We often help our clients with:

- getting the recruitment process right
- handling poor performance, disciplinary and dismissal problems
- dealing with employee ill health
- planning redundancies
- advising employees on family friendly rights
- contracts of employment
- new policies and procedures.



Using our service

If you think we could be of help, just ring us to arrange a short introductory meeting. One of our HR advisers, not a salesperson, will visit you at a convenient time.

Once you have decided to use our service, you tell us which of your directors or managers you want to set up as authorised users and we will give them contact details for our advisers. We will always give you a named adviser to act as your main contact.

You can contact us by telephone or e-mail, and we will make sure that you receive a quick and helpful response.

On-site support

We recognise that there may be times when you need someone to help with a meeting or an announcement at your premises. If you need help on-site, we will be happy to come to your premises to assist. All of our advisers are experienced HR and Training managers and have years of experience of dealing with difficult situations face-to-face.

“The People Management team make HR manageable...whenever I need it, I can pick up the phone and call them. It’s like having an in-house HR team, but without the overhead.”

PA to Managing Director
Bikers Legal Defence

“Sound advice on the best business management practices...accurate, reliable information delivered in a friendly and professional way.”

Finance Director
Colour Studios

Retainer service

Many of our clients move onto our ‘HR Team’ service, which is a retainer arrangement that gives you the convenience of easy budgeting for the HR service you need. However, you are welcome to stay on the ‘Pay As You Go’ service for as long as you choose.

Regular updates

As well as practical and accurate advice when you need it, we provide regular Updates on HR and employment topics, including handy checklists to help you keep your organisation up-to-date with the latest legal requirements.

Training and Employment Law Briefing

We run a regular programme of seminars and practical workshops, building knowledge and skills in key people management areas.

- Recruitment and Selection
- Interviewing Skills
- Pay and Reward
- Managing the Pay Review
- Performance Management
- Appraisal Skills
- Discipline Grievance and Dismissal
- Handling People Problems
- Managing Sickness Absence
- Handling Sickness Absence.

HR and Employment Law Briefings take place twice a year in July and December and give you an update on all key changes and new ideas.

All of our seminars and briefings are free for Pay As You Go and retainer clients.

Next steps

If you would like to discuss your HR needs in more detail, please contact one of the People Management team below. Alternatively, for more information on the HR services we provide visit www.smith.williamson.co.uk/peoplemanagement or call our HR helpline on 0117 376 2076.

For further information:

Contact	Direct line	Office	Email address
Rachel Stone	0117 376 2066	Bristol	rachel.stone@smith.williamson.co.uk
Nicola Mayhew	0117 376 2079	Bristol	nicola.mayhew@smith.williamson.co.uk
Hugh Margesson	0117 376 2042	Bristol	hugh.margesson@smith.williamson.co.uk

Please visit our website for further information:
www.smith.williamson.co.uk

Offices: London, Belfast, Birmingham, Bristol, Dublin, Glasgow, Guildford, Salisbury, Southampton and Worcester.

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