



HR Services

MT HR: powered by Moore Thompson



For whatever reason, most companies don't know how to properly approach HR. For some it could be a cost issue – hiring a full-time HR professional to take care of a small number of employees simply isn't cost-efficient. Other companies might feel that they can delegate the jobs of an HR department to other members of the team – a risky move considering not everyone is an expert in employment law or has a light touch with other personnel.

But there is another way: MT HR, an end-to-end solution, which can be tailored to the needs of your business. We're here to provide expert help when and where you need it, without the significant overhead costs.



Contracts of employment

It's essential that every member of your workforce, new and old, has a contract of employment. This is an agreement between an employer and employee and sets out the terms of employment.

“ *Without one, both parties are vulnerable to legal and compliance disputes.* ”

Sometimes an agreement will need to be updated, for example, in the event of a promotion, longer working hours, or a change of position. In these cases, the employment contract should be renewed well in advance of the change. Creating, maintaining and monitoring employment contracts is part of our service and is considered essential for any size business.

Staff handbooks

The staff handbook, also known as an employee handbook, is given to a worker so that they can better understand the company's house rules, ethos and objectives. A staff handbook can comprehensively improve a new employee's introduction to a business and ensure they integrate well with the existing team and company culture. Our HR professionals are able to give advice on writing your staff handbook and deciding what to put in it, or conduct a full review of your current handbook.

Induction policies and procedures

To help your employees slip into their new roles from day one, we recommend that companies implement an effective induction policy. We will often advise employers to include essential checklists and to-do lists, as well as important information about health and safety, or who they need to speak to about arranging annual leave.

Redundancy consultation

Under employment law, workers are entitled to a consultation with their employer if they're being made redundant. This involves speaking about why they're being made redundant and to explore alternatives to redundancy. You can ask our team to advise on this consultation at any level of involvement – whether that's speaking to employees directly, or preparing the relevant manager for the consultation.

Absence management

It's not unusual for employees to fall ill and take time off work. However, it's important to monitor absence and look for patterns which could be considered dishonest. Understandably, most business owners do not know how to approach this subject without compromising their working relationship with the employee, so we are called in to assess the situation and advise on the next best steps. We can also provide guidance on managing long-term illness, returns to work, fit notes and sick pay.

Maternity, paternity and adoption leave

It's important your employees are aware of their statutory rights to paternity, maternity and adoption leave.

“ Our experienced professionals can handle all aspects of statutory leave to ensure employers stay on the right side of the law. ”

As part of this service, we regularly review discrimination and equality policies during interviews and redundancy and dismissal proceedings.

Flexible working requests

Flexible working is a great way to entice talent and improve the wellbeing of those already working for your company. However, employers are often surprised to find out that workers have the legal right to request flexible working, even if they're not parents or caregivers. Employers need to consider such requests in a "reasonable manner". We're often asked to look at these applications and advise business owners on how to respond to and assess the feasibility of workers' requests.

Probations and appraisals

Most appraisal schemes are rushed and ineffective, but when carried out well, workers can come away with helpful advice and objectives which ultimately improve the company's productivity and overall success. Appraisals can also be combined with reward reviews and may lead to salary increases. We can help design your appraisal scheme so that it is both effective and informing and keeps your workforce looking ahead.

Managing payroll

Paying your staff correctly and on time is crucial to keeping your team and the taxman happy, but keeping on top of payroll issues can create real challenges for busy business owners and managers. If you're struggling to stay on top of your payroll, there is a better way. Whatever the size of your payroll, Moore Thompson's payroll bureau, MT Pay, will deliver a fast, efficient service that provides all the benefits of an in-house payroll department without the overheads.

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Other services from Moore Thompson

- Audit and accountancy
- Business acquisitions and disposals
- Business plans and projections
- Business start-up advice
- Corporate and personal taxation
- Grant funding
- MT Cloud
- Tax planning and mitigation
- Trusts and settlements
- VAT and bookkeeping

Contact us

Please call **01775 711333** for an informal discussion about how we can help with your HR requirements.

MT HR, The Coach House, White Hart Development, Market Place, Spalding, Lincolnshire, PE11 1SU

Offices also at:

Spalding:

01775 711333

Wisbech:

01945 465767

Market Deeping:

01778 380850

Peterborough:

01733 560160

Stamford:

01780 751241

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