

Guide to

HUMAN RESOURCES (HR) FOR SMALL COMPANIES

Christopherson Associates Limited
181 Newbridge Hill
Bath, Somerset
England BA1 3PY

t: 01225 480325
m: 07905 336548
f: 07092 017715
e: info@practicalservices.co.uk
w: www.practicalservices.co.uk

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PRACTICAL SERVICES
for
BUSINESS DIRECTORS

Legal employment of the best people with the right skills, knowledge and motivation is crucial to the success of any business

Ever changing employment legislation, culture, and the idiosyncrasies of the human species make employment a complex field; indeed large corporations have dedicated teams of HR professionals to administer it.

All too often, however, in smaller businesses the employment of staff is overshadowed by all the other activities and pressures of the business operation.

If you employ staff here are a few questions that you should ask yourself:

Do you have written employment documents such as Discipline and Grievance procedures?

Do you have written statements of the main terms and conditions of employment issued to all your employees that contain information on Pensions, collective agreements, and how to appeal against disciplinary action taken against them?

Do you have an Equal Opportunities Policy?

Do you and your supervisory staff know what constitutes bullying and harassment and how to handle it?

Do all your employees have good attendance records?

Do all your employees really know how well or badly their work performance is viewed?

Are you always able to recruit the right people as you need them?

Are you proud of the people you employ?

If the answer to any of these questions is NO, you are, at worst, not legally compliant or, at best, not getting the best from your staff.

Do you need an audit of your employment documents and procedures to ensure they are sufficient and up to date?

Do you need an equal opportunities audit to make sure you are both legal and following the best practices?

Do you need help in training your line managers to handle attendance, discipline, grievance, and discrimination?

Do you need a training review to make sure all your employees have the skills and knowledge they need to do everything you want them to do?

Do you need to reduce the number of people you employ, but don't know how to do this?

Do you need an audit of your business to see how you measure up to the standards required for Investors in People?

If the answer to any of these is YES then you should seek the help of a Human Resource Service that provides professional support.

About Christopherson Associates

The Christopherson Associates Human Resource Service provides professional support that can be tailored to your needs to ensure that your employment of staff is sound and legal, and is of best advantage of both the business and those employed.

This support can range from the provision of an integrated package of documentation and procedures for fledgling businesses to specific projects on aspects of employment or development for larger organisations.

We can offer help with:

- *Provision of integrated employment contracts, policies and procedures*
- *Advice and administration of structured recruitment*
- *Training reviews and training needs analysis*
- *Provision of appraisal and development systems*
- *Advice and assistance on day-to-day legal and administrative employment issues involving both staff and trades unions*
- *Redundancy administration*
- *Development and administration of payment systems*
- *Training of management and operations staff in employment related topics*
- *Introduction of computer based systems for employment records and administration, time and attendance*

*If you are interested in our Human Resources Services please telephone us on **01225 480325** or complete the contact form on our website www.practicalservices.co.uk to arrange a free discussion.*

*The author of this article is available for group presentations to your business or organization. If interested, please call us on **01225 480325** to arrange.*

See the downloads section of our website for similar guides for small business owners.