



the progressive business group

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Employment law advice

Having employment experts on hand is invaluable for any business, even more so when they have an in-depth understanding of your processes and objectives.

TPBG's fixed-fee employment advice service makes our employment team feel like your employment team. It means we're always on hand to help, with a real appreciation of your position, and it means you can confidently ask for advice, without worrying about costs.

We offer three packages, giving you the flexibility to choose an option that suits you. We are also happy to prepare a proposal for a bespoke service comprising elements specific to your company's unique needs. Just talk to us about your requirements and we will quote up front.

Our standard package:

- Access to our expert employment law helpline
- An annual health check of your contracts and procedures
- A copy of our Employment Law Handbook, for fast answers to common problems

Our advanced package:

- All the benefits of our standard service
- Insurance cover indemnifying you against legal costs, claims and compensation awarded against you

Our premier package:

- All the benefits of our standard service
- Specialist health and safety advice tailored to your business



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Employment Document Audit

We can also offer you a comprehensive document audit at a low fixed price. The Audit is a thorough health check of your employment documents and is implemented in three simple stages:

- Your documents (employee contracts/terms and conditions, HR policies and employee handbook) will be reviewed.
- The consultant will carry out an audit of your documentation off site, making amendments and bringing all your documentation up-to-date, ensuring your contracts and policies conform to current legislation and best practice. The consultant will anticipate forthcoming legislation where feasible to ensure that the work is as current as possible. This service is provided electronically so that it is easy to maintain and make available to line managers and employees.
- A follow-up phone call or meeting to explain the implications of the changes and to provide advice on their implementation in your organisation

HR & Employment advice – rolled into one

We offer a comprehensive and practical combined service for employers. It is designed to solve staff-related problems, save you time and protect your business from costly disputes. This service has been created specifically for companies seeking an easy-to-implement solution for employment problems – at a fixed cost.

Typical services that are covered are:

- Absence management
- Change management
- Disciplinary and grievances
- Discrimination
- Harassment and bullying issues
- Performance management
- Policies and procedures
- Recruitment and selection



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We are very flexible with regards to pricing structure and will a bespoke product that suits both your needs and your pocket. It may include:

- Monthly retainer agreements so we can be on hand when the tricky urgent issues arise
- Telephone helpdesk for day to day support
- Policy and procedure updates as required
- HR advisory support service
- One-off consultancy service for those special projects such as:-
 - Absence Management
 - Disciplinary & Grievance
 - Induction
 - Appraisal
 - Dispute
 - Performance Management

OTHER FACT SHEETS IN HR MANAGEMENT SERIES ARE DETAILED BELOW

PLEASE FEEL FREE TO DOWNLOAD

- Recruitment & selection
- Pricing structure for HR policies and employee handbooks
- Training & development courses
- Coaching