



Supporting documentation change process

Remote administrative support for people change processes

Do you have a short-term requirement that must be delivered at pace, and don't have the level of skilled HR professionals available to support the change?

Our team of HR professionals can provide expertise with drafting and reviewing documentation, ensuring your people change processes are compliant with employment law and follow a fair and consistent approach. Typical situations include redundancy and re-structure consultation support or changes to contractual terms and conditions.

"The team did an absolutely amazing job – I could not be happier with the service they provided. As per usual, thank you so much. "

The Gym Group

Feature and Benefits

- 1. Access to a team of HR experts who can integrate with your business**
Our team can work as an HR representative of your business or alongside / supplement your in-house team
- 2. Quick mobilisation – usually within 2 weeks**
HR professional resource available to support your requirements quickly and efficiently
- 3. Skilled HR professionals with high level of understanding of current employment law legislation in all areas**
Our team of experienced HR professionals can draft and prepare documentation that is legally compliant to ensure your employees are treated fairly and consistently
- 4. Development of effective communications for your people change process**
Our HR experts can support with communications for impacted employees through the appropriate channels to deliver the relevant messages aligned with the business case for your people change process
- 5. Tailored suite of documents to your business**
We will work with you to understand your business style and tone to deliver documentation that is tailored to your company values

Our experts can draft or review the changes to T&Cs ensuring all contracts are compliant with employment law.

Many organisations go through a period of change that requires significant HR support. Whether it's a merger or acquisition, business restructure, redundancy, or changes to contractual terms and conditions of employments – they all put pressure on an HR team to provide strategic, people and administrative support.

Instead of recruiting or repurposing valuable resource to meet your needs, AdviserPlus' team of qualified HR professionals can provide support to your in-house HR team and line managers with preparation of documentation required for delivering people change processes.

Support can be provided remotely (telephony based), or on-site, either as an HR representative of your business or to supplement your in-house HR team. We can attend formal meetings as chair or HR rep and/or provide advice and guidance for in-house HR, line managers and employees.

Drafting or review of changes to employee contractual terms and conditions

Challenge

Your business has a significant number of employees on different contracts with varying terms and conditions which need to be consolidated.

You have identified that a significant number of employees are contracted to work on differing days and hours meaning the work force is operating across numerous working patterns.

Solution

Would your operation be easier to resource if your employees were all contracted to work across similar days and hours?

Our HR experts can draft or review the changes to employee terms and conditions ensuring all contracts are compliant with employment law.

Drafting or review of letters and supporting guidance documents for a redundancy situation

Challenge

A redundancy situation has arisen which requires you to consult with your employees. You require documentation to deliver each step of the process in-line with employment law legislation, and must support your line managers with managing the procedure.

The business doesn't have the appropriate level of skilled HR professionals to provide this.

Solution

How do you find the people resource to ensure that documentation is compliant and that your employees are treated fairly?

Our team of HR experts can provide support with drafting or reviewing letters, guidance documents and FAQs which are legally compliant with employment law. We can provide support throughout all the steps of the redundancy process ensuring line managers are able to manage the procedure consistently and fairly.

Drafting or review of communication packs for an organisational restructure

Challenge

There is an increased business focus on customer service and the structure and roles within one of your departments does not meet the objectives of the business. You need to consult with the impacted employees to make changes to the roles and you require documentation to deliver each step of the process.

Solution

How do you ensure that documentation is compliant and that the process is managed consistently and in-line with employment law legislation?

Our team of HR experts can provide support with drafting or the review of documents to support all steps in the organisational restructure process, including invite and outcome letters, line manager and employee guidance and FAQs. We'll ensure that your employees are treated fairly and consistently and that a legally compliant process is followed.

For more information or if you would like to get in touch please use the contact details to speak to one of our experts today and see how we can help.

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GET IN TOUCH

