



# Engineering People Management for Success

[www.actifhr.co.uk](http://www.actifhr.co.uk)



**ActifHR**

Where people matter...

# Does your business operate like a well-oiled machine?

People are crucial to the success of every business, but the HR challenges that come with employing others can also be the cause of business frustrations and time inefficiencies.



## Fast HR Solutions

Every business with employees needs a sharp focus on effective actions to solve HR issues quickly, creating solutions to problems that exist now or that could arise in the future.

At ActifHR, based at Silverstone Park, we

understand what creates high performing teams - and we know how to get the best out of people in businesses that are focused on growth.

We have a support model to match your requirements and budget. You can outsource your HR function entirely to us or we can support your in-house HR team.



We take the time to understand your business and fully utilise our expertise so we can focus on fixing your challenges. Fast.



We work with start-ups, growing and established businesses, providing HR services that meet their individual needs.



We explore the risks and opportunities presented by each unique situation and offer clear, point by point practical advice to help your business move forward.

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# The benefits to your business



When you choose us, you get fast access to practical HR and Employment Law support and guidance by phone, email or on site.

We support with all aspects of HR including **Recruitment** (on-boarding), **Retention** and **Releasing** of employees / contractors.

Does your business already have an experienced in-house HR team or are employee issues left to overworked Directors and Managers? Either way, our HR Partnership can give your business all the support it needs.

## Benefits of working with us include:

- Access up to the minute Employment Law and HR guidance provided by experts when it counts.
- Leading your business to act promptly and pro-actively in anticipation of impending HR issues, rather than fire-fighting.
- Reducing business risks – fewer disputes, less disruption, lower costs, greater all-round workplace harmony.
- A focused HR approach will encourage an atmosphere of mutual respect and fairness, keeping employees engaged, motivated and performing to the peak of their abilities.
- Your HR policies and procedures reviewed by specialists in light of changes to case law and legislation.

**One phone call – one email for all your HR and Employment Law issues.**



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# Adding significant value to your business

We know that your employees are your greatest asset. We support your business at a budget that suits with HR expertise whenever you need it – saving you time and money.

**When you recruit:** We'll help you bring on board your new employees so that they feel not only welcome, but suitably employed against their training, qualifications, job description, contract of employment, objectives and expectations. Starters who feel involved become committed to the business.

**We'll help you retain:** with training strategies and performance management tools that will support your team's motivation and drive so that they don't look elsewhere for the growth and progress. We'll support your business through those HR issues that arise to help you resolve them with practical timely advice.

**If it comes to release:** We'll relieve you of the burden of managing staff exit, planned or unplanned. We'll make sure your business interests are protected at all times and provide feedback to help minimise any adverse impact of the situation at hand.

Most importantly our team will release you and your management to concentrate upon the unique aspects of your business that no-one else can deliver in quite the same way.

## Fees

**Our flexible approach means you can choose the service that works best for you. We offer an hourly / daily rate for advice as and when you need it. Alternatively, you can choose a monthly retainer package or fixed price option for one-off projects.**

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## Some examples of what we do

RECRUIT	RETAIN	RELEASE
Selection & On-boarding	Managing & Developing	Terminating & Exiting
Job design and competency frameworks	Employee engagement and well-being campaigns	Redundancy & employee consultation
Recruitment & selection programmes	Personal development workshops and tools	Exit interviews
Interview support, induction DISC behavioural profiling	Performance, career coaching and executive coaching	Employee termination of employment negotiation
Employment contracts and company handbooks	Investigations, grievances, disciplinary and appeal processes	Employee settlement agreements
Employee documentation	Performance and absence management	ACAS early conciliation support
General Data Protection Regs	Training	Early stage employment tribunal support
End of probation reviews	Performance, career coaching and executive coaching	Outplacement support

**Documentation we can help you with for a fixed fee:** Employment contracts, job offer letters, induction checklists, pre-employment checks, performance reviews, training repayment agreements, contractor agreements, fixed term contracts, zero hours contracts, company handbook and other policies including Modern Slavery Act Policy and supplier questionnaires.

**General Data Protection Regulations** documentation and support for employee and customer personal data (including employee and customer consents, privacy policies, Data Protection Act updated policy.



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## Brief case histories

### Recruit

- Managed large scale recruitment projects, including bespoke assessment centres and psychometric profiling.
- Coached executives and senior managers following mergers and acquisitions, ensuring successful company integration.
- Provided and reviewed bespoke employment contracts, induction documents and company handbooks.

### Retain

- Worked with the MD of a small business in managing a difficult disciplinary issue, helping him to gather the necessary investigation documents and chairing the process to ensure a fair and effective outcome.
- Coached a new manager to deal with some difficult staff issues and process improvements within an established team who were overtly hostile to change.
- Worked with a large organisation to resolve a sensitive grievance issue involving one of their own HR team.
- Implemented employee satisfaction surveys and employee engagement programmes to increase team productivity.

### Release

- Assisted a client who had to close some premises, mitigating the impact on staff and the business by supporting the consultation meetings with employees.
- Advising on 'without prejudice' discussions to facilitate a settlement and exit strategy for employees.

“Over the last few years Caroline and ActifHR has assisted our business to put in place employment contracts and other documentation as well as dealing with HR issues as they develop. Knowing that we have an HR service which is pragmatic, personable and responsive, while being backed up with a thorough knowledge in HR and Employment Law is a valuable asset to the business.”

*Oliver Oakes, Racing Director, HitechGP Limited*

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# Who We Are

Our team have all the HR expertise required to hit the ground running. We work with clients as the on-hand experts, giving practical guidance as and when required. All of our team are backed by full Professional Indemnity cover.

## Caroline Robertson CEO heads up ActifHR

Caroline is a successful HR and Employment Law practitioner. HR Directors and Managing Directors retain her not only for her expert knowledge of the legal minefield but also for her willingness to engage with the business in a practical way to resolve difficult situations.

Caroline's pragmatic approach helps businesses of all sizes deal with complex HR and Legal situations.



Caroline qualified as a Solicitor in Employment Law in 1999 and has run a successful HR and Employment Law business for over 15 years. Caroline has been an active participant in a variety of business networks for several years. In 2014, having recognised the need to provide a discussion forum for local business leaders she became co-founder and chair of the Silverstone Business Forum.

**ActifHR is proud to  
be a member of:**



**SILVERSTONE  
TECHNOLOGY  
CLUSTER**



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