

The Paradigm Partners approach is designed to service a range of requirements from the senior executive looking for occasional legal advice, to the Company that needs our full HR management service.

It is not limited to legal support, we can be your complete HR Manager and full details of our services are outlined on the extract from our web site on the next page.

The most crucial aspect of these services for SME companies is the availability of advice over the phone. This is important, but our experience is that most people over estimate how much they will need, and end up paying more than is necessary.

The basics

The main features of our cost effective and flexible service are:-

- ▶ a 'pay as you go' service with no fixed fees
- ▶ no requirement to change all your existing policies and procedures
- ▶ support is provided by specific consultants who will get to know your business
- ▶ it's a personal, normal office hours service (evening calls can be arranged if required)
- ▶ the telephone service can be used by 2 nominated people
- ▶ telephone support is provided at a fixed hourly rate, and an estimate will always be provided for other services, which may include:-
 - Drafting of letters, contracts, staff handbooks etc.
 - HR 'Healthcheck' – an independent review of your policies and procedures
 - Training for executives and managers
 - On line psychometric profiling to improve the reliability of recruitment
 - General advice on HR issues such as pay, bonuses, benefits and recruitment
 - Conflict resolution, assistance with terminations, and mediation
 - Managing redundancy and other change processes
- ▶ Optional insurance cover to reduce exposure to employment tribunal costs

How does it work in practice?

It's all very simple. You pay an initial fee on account, and we record the time used to provide you with the support you need. In order to do this effectively, we will usually need copies of your essential employment documentation, but a lot will depend on the level of service you require.

You can call us for advice, have a complete HR 'Healthcheck', or use us to support you through specific issues. We will invoice you regularly to keep your account in credit, and provide you with details of the time we have spent on your requirements. If we give you an estimate for specific work, we will let you know in advance if we cannot complete the assignment within the initial quote.

Do you need insurance?

Many of our clients don't! They prefer to get things right in the first place, and avoid employment litigation.

We recognise that in some environments, it is almost inevitable that aggrieved employees will go to Tribunals, and that some employers want to limit their exposure to this risk. Insurance cover is therefore available, through a reputable and well known insurance provider. This has the advantage, over many policies, of covering you whether or not you follow our advice, and without any 'no reasonable prospects of success' exclusions.

In other words, you're covered even if the insurer thinks you have no chance, and you are free to make the commercial decisions that you wish to make without fear of losing cover – even if you ignore what we recommend!

Call us today on 0161 928 3213

