



# Do Your Staff Know More About Employment Law Than You Do?



**GRASSROOTS HR**  
■ Support ■ Solutions ■ Success

# Getting Contracts Right Is Not A Luxury We Provide A Low Cost Alternative To A Solicitor

*“Tired of hearing about what you can’t do?  
Want to know more about what you can?”*

## Here’s What We Do

Based in Croston, we’re a team of 5 highly experienced and down to earth HR professionals with over 80 years HR combined experience, across a variety of sectors, with specialisms from Education (Local Authority & Academy Schools) to Charities, Professional Services, Manufacturing to Retail, supported by an outstanding administrator.

Our approach is to make life easier and take away the work and headaches that come from employing staff. We can handle the entire employment life cycle. In fact, anything that crops up with employees! In this way we differ from typical HR helpline and templates and we are more akin to an in-house HR department, giving commercially focussed advice and hands on support and working to your ‘ideal end-result’, keeping you in control.



We will guide you through the maze of employment regulations and give you the confidence to run your business the way you want to.

## ***Do you recognise some of these quotes from clients of ours?***

- *‘My staff often turn up late.’*
- *‘Staff performance is dropping.’*
- *‘I just don’t have time to bother with personnel issues.’*
- *‘I need to recruit staff but how do I interview and hire fairly?’*
- *‘My employee is off sick... again!’*
- *‘I may need to make staff redundant but how do I do it legally?’*
- *‘I’ve heard lay-offs can save me money, but how do I do it?’*
- *‘I’m worried about an employee setting up in competition – how can I stop them?’*



# If Staff Issues are Causing You Sleepless Nights Let Us Put You Back in Control

*“Offering a hands-on, personal service to employers, guiding them through all the personnel issues they face”*

## We Offer:

- Retained Human Resources Department
- Pay As You Go Human Resources Support
- Recruitment & Selection – offer letters – job advertising – job specification – interview support – psychometric profiling
- TUPE transfers
- Bespoke Contracts & Handbook
- Signposting to the right insurance for employment issues
- ‘Access to our wide range of associates including Health & Safety, Occupational Health and Employment Lawyers
- Individually tailored letters & procedures to address any staff issue
- Cloud-based HR administration portal
- Appraisal and Performance Management
- Redundancy - restructures - acquisitions - layoff
- Staff Training on HR and Management skills
- Absence Management
- Family-Friendly policy advice
- Flexible Working
- Settlement Agreements
- Disciplinarys, Grievances and investigations.

**\*In all cases we can work face-to-face or remotely**



## Choose the Option That Suits You Best

**Option 1: Pay-As-You-Go** means we work with you on an hourly basis.

**Option 2: Monthly Retainer** provides you with an outsourced HR department, on call whenever you need us.

**Option 3: Bespoke Contract & Handbook Project** provides you with comprehensive employment documents to protect your company.

**Option 4: Training** ensures that your employees have access to all of the latest soft-skill training to address skills gaps.

**Option 5: Recruitment** assisting you in hiring the right people to power your success in business.

**Option 6: Cloud Based HR Administration Portal,** including holiday booking and absence logs.

**Phone Now for a FREE Consultation! 01772 600 228**

# We Provide You With Options To Ensure Your HR Is Tailored To Your Business



*“We’ll help you get everything set up correctly right from the start.”*

## **All the Benefits of Having Your Own HR Manager... Freeing You Up to Run and Grow Your Business**

A happy, healthy and motivated workforce is the most valuable asset your company can have – it will run more smoothly and you will make more money.

This is easily achievable with a Grassroots HR professional on hand. The first step is to ensure that strong foundations are in place for a mutually beneficial, fair and reasonable relationship between employer and employee.

We believe in using documentation, communication and fair processes to put an employer in control of the workplace and make sure everyone understands what is expected of them, which in turn increases productivity and profitability.

Unlike some ‘in-house’ HR departments or consultants whose role is to satisfy the requirements of the employee, we work to the end result the business wants and provide commercially focussed advice, and options, on how to handle each situation.

## **Recruitment and Access to Jobs Boards Recruitment Agencies Use**

We know that attracting and retaining top talent is vital for the success of your business. We also know you want to focus on hiring outstanding new employees and not pay huge fees to get them. That is where Grassroots HR can help.

Once you let us know your objectives and hiring needs, we’ll be on hand to support you through the process.

- Identification of recruitment needs
- Preparation of Job Description and Person Specification
- Placing of Advertisements
- Short-listing
- Interview Preparation
- Conducting Interviews
- Psychometric Profiling
- Checking References
- Offer Letter
- Induction Process
- Probationary Review.





**“Tribunal Claims Cost Companies an Average of £8,500 Even If You Win, Plus Many Thousands More if You Lose”**

- **Average Unfair dismissal award £15,000**
- **Average Disability Discrimination Award £30,000**
- **Average Race Discrimination Award £30,000**
- **Average Sex Discrimination Award £13,000**

Don't let this happen to you. Or, if it has, don't be caught twice. We can signpost you to have the best protection insurance in place, to cover you if you get things right or wrong.

It makes sense to have strong foundations in place to avoid getting caught out. We'll give you options on what you can do, not what you can't.

Instead of providing 'one-size fits no-one' templates, we tailor all documentation to the specific course of action you'd like to take. All you need to do is print and sign-off any documents provided. These can also be uploaded to the cloud-based HR Portal.

**Rather Than Waiting Until You're in Real Trouble  
It's Better to Start with The Cavalry Already In Place**

*“There's nothing like having the right help when things get serious. Employers have rights too...”*

**Phone Now for a FREE Consultation! 01772 600 228**



*“Charities get a 50% discount on our leading cloud-based HR platform, putting you in control of all your HR functions”*

## Advising on Sector-Specific Concerns With Proven Experience on Strategic Challenges

### HR Services for Academies and Schools

Grassroots HR provides a range of HR Services for schools and academies tailored specifically to your needs. We understand that your people are your most valuable asset and are essential in delivering the highest quality education for your students.

With Grassroots HR you have access to dedicated HR consultants with proven experience of advising on the day to day and strategic challenges faced by schools and academies. We work alongside senior management teams to ensure staff are well-managed and well-motivated and are on hand to guide you through the regulatory requirements if problems arise with staff performance.

### HR Services for Charities

Running a charity or other non-profit organisation has never been easy, and increasing legislation, red tape and pressure on fund-raising means it's getting harder still, so it is important to ensure all HR issues are taken into account to keep staff productive, engaged and consistently fulfilling the goals of your charity.

Grassroots HR has experience working with a range of organisations across the charitable sector and understands its sector-specific concerns, which, left unaddressed, can lead to poor employee engagement and high staff, or volunteer, turnover.



*“We have a real passion for supporting company owners and using the right people to help grow businesses”*

At Grassroots HR we understand human resources and staff development inside out, so our clients don't have to. We make it our business to know the latest changes in legislation and the tribunal judgments that affect the law and how you manage your staff.



## Your Grassroots HR Team

Headed by Award-Winning Managing Director, Natasha Schofield, Grassroots HR employs a team of highly experienced Directors, Consultants and Professional Services, from a variety of backgrounds ranging from retail to education to public sector, boasting 80 years HR knowledge and commercial knowhow.

This is the team that is on hand to provide business owners and Directors with all the fundamental legal, managerial, administrative and personal development support required to achieve success.

**Phone Us to Discuss Your Needs! 01772 600 228**



**GRASSROOTS HR**

■ Support ■ Solutions ■ Success

Manchester, Lancashire, Merseyside  
and Beyond!

**t:** 01772 600228

**e:** [office@grassrootshr.co.uk](mailto:office@grassrootshr.co.uk)

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

## Phone 01772 600 228 Today For A No Obligation FREE HR Consultation!

### Read About What Our Clients Think

*"I have worked with Tash and her team at Grassroots for over 3 years. It has been a pleasure to work with them as they are very helpful and professional and do everything they can to provide help, support and guidance on any HR matter. Tash is very pragmatic in her approach and ensures that both the business and the individual receive the best service possible in a very timely manner. Tash has also provided fantastic recommendations for a HR system, occupational health consultants and Health and Safety support. A great asset for any business. Tash and the team at Grassroots are highly recommended."*

**Ruth Lambert: HR Manager | Walkboost Ltd**

*"IPOS have worked with Grassroots HR for the past 7 years now and I don't know how we managed before that. They are a constant reassurance and hugely important support function for the business. I could not recommend Natasha and the rest of the Grassroots team any more highly."*

**Sam Lloyd: Director/Owner | IPOS Design**

*"We've used Grassroots HR now for around 4 years and they have transformed the whole process of how we deal with our Human Resources. We now have a streamlined process that's easy to implement with new recruits and existing staff. As a growing company with the usual growing pains having a knowledgeable HR consultant on board has been essential; Natasha and the team have been great to deal with supporting when necessary and providing well thought out guidance."*

**Andrew Whittle: Director | Anderton Gables**