

# Province of West Lancashire Masonic Halls Support Group Halls Seminar

31 October 2022

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#### A bit about me

- HR Professional with 20 years experience in HR working in a variety of sectors
- Last 5 years working with SMEs in North West, Midlands and London as an independent consultant
- Provide expert advice and solutions to business owners and managers on all people-related matters



#### Areas of expertise

- Recruitment and selection
- Onboarding new starters
- Employee Relations
- Performance management
- Employee Engagement
- HR Strategy
- Team management
- Termination and Exit



#### Partnerships

- HR software Breathe
- Online training solutions Training Sensei
- Employee Engagement and culture surveys WorkBuzz
- Occupational Health
- Health and Safety
- Employment Lawyers





### Ways of work

- Monthly support package
  - Monthly retainer to cover expected workload
- Ad hoc/one off project basis
  - One off prices for stand-alone pieces of work
- Outsourced HR Manager/HR Director
  - Daily rate for agreed number of days per week/month



## Onboarding; the compliant way

- Job offer
- Written Statement of Employment Particulars
- Contract of employment
- Conditions of offer
- Eligibility to work in the UK
- Privacy Notice
- Job description
- Employee Handbook



#### Worker Status

- Employed
  - •full time, part time, fixed term, zero-hours
- Worker
  - •casual workers, zero-hour contract workers, agency workers, and seasonal workers
- Self Employed
  - Freelancers and contractors





# The benefits of working with an outsourced HR consultant

- Peace of mind
- •Freedom to concentrate on what you're best at
- Cost efficiencies
- Provide guidance and updates on employment legislation
- Help avoid employment tribunals
- You don't know what you don't know



#### Any Questions?

