



## **What the in-house HR Support Services can do for Dunston Business Village Tennants**

- HR telephone support and advice
- HR audit
- Strategic HR advice, solutions and support
- Employment law compliance and advice
- Organisational development advice, support and implementation
- Training and development advice, delivery and or implementation
- Practical operational management and support for HR functions
- Development and customisation of HR documentation including;
  - contracts of employment
  - employment handbooks
  - job descriptions
  - appraisal systems
  - policies and procedures
  - standard letters and forms
- Development and implementation of employee reward strategy including commission and bonus schemes, pensions etc
- Recruitment support (e.g. sourcing, interviewing and vetting candidates)
- Restructuring /re-engineering advice, support and implementation
- Advice and support on investigation, discipline, performance, capability, grievance and appeal management issues
- Appraisal support and management
- M&A TUPE and HR due diligence advice, support and management



### **Benefits of using Ann Sheldon HR for the in house service provision**

- Chartered Institute of Personnel and Development qualified
- Over 20 years' experience in UK and European HR Management  
Senior level corporate experience in large national and international blue chip companies (Panasonic and Rentokil (previously BET))
- Knowledge of UK and European Employment Law
- Vast experience of TUPE and acquisition and disposal due diligence
- 10 years HR consultancy experience working with SME's and owner managed businesses
- Ability to identify those areas of HR which represent risk to clients and deliver solutions to the areas identified
- Able to reduce client overheads by supplying ongoing support and practical cost-effective advice to clients, eradicating the need to directly employ a full-time qualified member of staff
- Assistance with day- to- day HR issues and delivery of support to the business
- Hands-on mentoring rather than just a prescriptive arm-length solution
- A full production service for all documentation required to comply with legal HR obligations and ensure the business is protected
- Proven track record of working with accountants, solicitors and other professionals to proactively manage issues resolution pre and post acquisition.
- Professional Indemnity Cover to the value of 1 million