

What is HR Outsourcing?

Even if you have just one employee, you will have HR issues. Just keeping up with the constant changes to employment legislation is bad enough, let alone recruitment, selection, policies and procedures, contracts of employment, retention, and performance management.

Without a dedicated HR department, sorting out these issues is usually down to the owner or MD. HR administration - anything from changing employee details to recruitment - can take a huge amount of time. And if you're trying to run a company as well, it's likely that either the company or the HR processes will suffer.

**The options:
Take on all the HR functions yourself
or
Outsource some or all of them.**

Once thought appropriate only for large companies, more and more small and medium-sized companies are outsourcing at least some of their HR administration and other functions.

The specific processes that are outsourced will be different for every company. Some may outsource virtually all of their HR processes; others may choose to outsource specific components such as employment contracts, recruitment or disciplinary procedures.

Why use outsourcing?

Companies outsource some or all HR issues so that they can

- **control costs**
- **focus on other business areas**

Allowing an outside firm to handle some or all of your HR issues can mean great savings in time and operational costs, and it will free you up to concentrate on running the business.

Is it a good idea for my company?

It's worth thinking about.

You probably have some policies and procedures in place but they may be out of date; maybe you put something in place when you started up, and simply haven't had the time to keep them current. HR Legislation is updated at least twice a year, in April and October, and becomes effective from that date.

Your employees will know their rights; do you?

Basic HR processes – are you up to date?

1. Contracts of employment – should be in place within 8 weeks of start date
2. Job descriptions
3. Employee Handbook
4. Policies and procedures
 - Disciplinary & Grievance (legal requirement)
 - Equal Opportunities
 - Harassment and Bullying
 - Absence
 - Family friendly – flexible working, paternity and maternity leave

Advanced HR processes – do you have time?

1. Recruitment
2. Absence Management
3. Advice Line
4. Performance management

To explore whether outsourcing could be of benefit to you and your company, why not talk through the options with J Mann Associates?

Such an exploration will help you focus on our own business aims, and whether or not outsourcing any of your HR functions will help you achieve them. There is absolutely no obligation; and if outsourcing isn't right for you – well, it's better to find out before you jump than afterwards.

What are the benefits?

Reduced costs

The number one criterion in deciding to outsource, but it should never be considered in isolation from other costs/ benefits.

Increased strategic focus

Outsourcing HR administration can free you up to concentrate on doing what you do best – running the company. Getting you away from detail which is important but doesn't directly affect profit or turnover means you can operate more strategically without worrying about the HR aspect.

Greater expertise

Bringing qualified people into an organisation without having to hire them as full-time employees can save time, money and energy. In addition, external providers may offer greater levels of specialist knowledge or experience than is affordably available in-house. Deadlines can be met, projects can be completed and labour costs can be reduced because you can hire on a project or an 'as need' basis.

Outsourcing can also bring in creative thinking and a fresh look at existing problems.

Reduced likelihood of litigation

With constant changes in employment legislation and HR practices, it is becoming increasingly important for companies to have the correct policies in place and to have access to the right procedures for employment issues such as redundancy.

Enhanced HR delivery

Experienced outsourcing providers can often deal with HR processes more effectively, often offering increased flexibility and speed of response. e.g. recruitment may be undertaken more quickly, reducing employee turnover costs and speeding up the pace of growth.

Company growth

Fast-growing organisations can lack the HR capacity to deliver business objectives, making HR outsourcing an attractive solution.

About J Mann Associates Ltd.

J Mann Associates (JMA) is owned by Jacqui Mann, who has many years' wide-ranging business experience from working at a senior level in Human Resources in the retail, hospitality and manufacturing industries.

JMA specialises in HR Outsourcing and Organisational Development – Coaching, Leadership Development, and Change Management.

With first-hand experience in, and in-depth knowledge of, Human Resources legislation and policies, JMA can provide advice on all your HR issues.

Our **free HR Audit** will tell you if your HR policies and procedures are out of date, missing, or incomplete, and the potential impact of that on your business. We can then provide a quote for bringing all policies and procedures up to date and ensuring that you are compliant with legislation.

Once you are up to date, you can continue to manage your own HR administration, or we can do it for you.

J Mann Option 1

1. Management Service for all starters and leavers:
 - contracts of employment
 - letters of appointment
 - exit interviews
 - termination letters
2. Updating of audited policies and procedures, in line with new legislation
3. Newsletters and updates on important HR issues and changes in employment legislation.

J Mann Option 2

Option 1 plus

1. Unlimited advice by telephone or e-mail, Monday to Friday, providing guidance on:
 - handling grievance and disciplinary issues
 - redundancy procedures
 - absence management
 - family friendly policies including maternity, paternity &, flexible working
2. Quarterly visit to your Company

We can also help with specific projects including recruitment, managing absence and disciplinary action.

- An initial meeting will take no more than **45 minutes** of your time to
- take a look at your HR issues
 - get an idea of how JMA might help you find the right solutions

A free no-obligation report will be sent to you after this meeting.

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