


**Throgmorton**  
LONDON | NEW YORK



**Our business is to help you take care of your business**

**HR Services Payroll Immigration Health & Safety**

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



Employment law can be complex and is always changing. So it is important to have experts you can rely on to ensure you are legally compliant. At Throgmorton, all our HR staff are qualified experts in their field, with many years of industry experience.

We offer practical, commercially-focused and jargon-free advice for your particular situation. Working exclusively within the financial services industry, we understand your business and crucially, your people, who are a key component in the success of your business.

When you need a little extra support, whether it is on-site training or help with a strategic initiative, we can help.

### **A solid day-to-day framework**

We provide a safe pair of hands for all your ongoing HR-related needs. In particular:

- Employment law advice and protection
- Health and Safety advice and protection
- An HR database, providing swift and comprehensive management information
- An HR business partner, available face-to-face on a regular basis
- General HR consultancy
- Payroll – managed for you by a skilled and experienced team

### **Rising to the challenge**

Businesses need a little extra support occasionally – and we are here for you. Examples might be:

- You're **restructuring the business** and need help with a redundancy programme
- You need to **implement new policies**, e.g. internet/social media
- You need to get a **Sponsors Licence** in order to recruit talent from overseas
- You have issues around **performance management**
- You want to further develop your staff by implementing **appraisals/development programmes**

## Growing your business together

### From little acorns...

From day one, we will help you to get those key personnel on board. We will issue offer letters and produce terms and conditions of employment, carrying out background checks to ensure the necessary paperwork is obtained to enable them to legally work for your firm.

### ... to a flourishing business

We are there to support you as you take on more staff and expand commercially.

We will help you develop a staff handbook incorporating the standard policies and procedures that are a statutory requirement - plus any additional material that you may wish to introduce regarding your own working practices. All the while, we will be guiding you through the best practice for implementing policies and procedures to enable your staff to be treated equitably and consistently, whilst ensuring you as a firm are protected from potential litigation.

Working closely with you and your colleagues, we can help you spot potential issues – and assist you to resolve these before they become a problem. Our advice and guidance on all HR and Payroll matters will include keeping you up-to-date with legislative changes and best-practice recommendations that may affect your business.

HR software enables us to offer proactive support with employee management and reporting tasks – easily, and with minimum effort.

### When it is time to move on...

We can assist you with either restructuring or downsizing your work force; implementing redundancy procedures and guiding you through the process from start to finish.

If you would like some advice or just a chat about how we might be able to help you, please contact us:

➤ **Catherine Watt – Head of HR and Payroll**

Direct dial: 0118 921 7661

Email: [Catherine.Watt@Throgmorton.co.uk](mailto:Catherine.Watt@Throgmorton.co.uk)

➤ **Yvonne Pownall – HR Manager**

Direct dial: 0118 921 1322

Email: [Yvonne.Pownall@Throgmorton.co.uk](mailto:Yvonne.Pownall@Throgmorton.co.uk)

➤ **Wendy Lock – HR Manager**

Direct dial: 0118 921 7663

Email: [Wendy.Lock@Throgmorton.co.uk](mailto:Wendy.Lock@Throgmorton.co.uk)

## Services we offer

### HR and employment law

- Advice on relevant employment law and guidance
- Support with implementing new policies and procedures

### Staff handbooks

- Statutory policies and procedures
- Bespoke company policies
- Benefits information
- Health & Safety guidance
- Data protection
- Discrimination and harassment
- Technology
- Bribery Act compliance

### Absence management procedures

- Long term sickness
- Frequent absences
- Disability and making reasonable adjustments

### Background checks

- FSA Level 1-4 checks (tailored to your requirements)
- Criminal Records Bureau (CRB) checks
- Overseas credit checks (if required)

### Immigration

- Obtaining the supporting evidence required by the UK Border Agency for a licence application
- Managing documentation, to ensure that you maintain an "A" rating
- Performing audit checks
- Providing advice relating to advertising and the Resident Labour Market Test (RLMT) where applicable
- Operating sponsorship management system acting as Level 1 user

### Contracts of employment

- Production of all offer letters, terms and conditions of employment
- Fixed terms contracts
- Consultancy agreements
- Internship agreements

### HR administration procedures and record keeping

- New starter induction
- Advice and assistance with personnel files
- Sickness records
- Holiday records
- Data protection

### Maternity & Paternity

- Drafting company maternity and paternity policies
- Individual maternity calculations and advice re benefits
- Advice on statutory "family friendly" policies e.g. parental leave and dependent care leave

### Internships

- Advice on employment legislation specific to internships
- Drafting contracts of employment
- Reminders provided prior to the end of the contract

## Services we offer

### Re-organisation and redundancies

- Guidance and advice on best practice for restructuring your business
- Provision of workflows, briefing notes and legally compliant documentation
- Support for both you and your workforce through the redundancy process
- Compromise agreements

### TUPE

- Advice on how to safely transfer employees across
- Guidance on due diligence procedures
- Provision of all documentation, including new contracts of employment

### Salary Sacrifice

- Childcare vouchers
- Pensions
- Cycle to work scheme

### Pensions Auto Enrolment

- Identifying your workforce and enrolling them into your nominated pension scheme.
- Notifying the Pensions Regulator of your auto enrolment compliance
- Maintaining accurate records and notifying you of those staff who must be opted back in
- Providing full administration service to ensure complete compliance with auto enrolment

### Performance management

- Appraisals
- Disciplinary
- Grievances
- Best practice on handling poor performers

### Health and Safety

- Design and creation of a bespoke H&S management system
- Risk assessments – annually reviewed including office and DSE
- Assistance for designated fire wardens
- Fire equipment – together with a full service and maintenance programme – via independent and accredited contractors
- The provision of a portable appliance testing service
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- Assistance with obtaining your Employer's Liability Insurance, if required
- Regular updates and notification of any changes to legislation
- On-site and remote support, there when you need it

### Payroll

- Initial registration with HMRC to establish a PAYE scheme
- Quick implementation
- Provision of easy payroll data submission
- Rapid payroll turnaround
- Dedicated support
- Fast and accurate processing and reporting
- End of year reconciliation and returns to government authorities
- Direct deposits to employees' bank accounts
- Payments to third parties
- Prompt answers to queries – from employer / outside agencies
- Reports, payment listings and financial summaries
- Up to date legislative advice and processes
- Flexibility



**Reading Office**

4<sup>th</sup> Floor,  
Reading Bridge House  
George Street  
Reading RG1 8LS  
Tel: 0118 939 3200  
Fax: 0118 939 3162

**New York Office**

675 Third Avenue  
21<sup>st</sup> Floor  
New York  
NY 10017

**London Office**

33 St James's Square  
London  
SW1Y 4JS  
Tel: 0207 332 0973  
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675 Third Avenue  
21<sup>st</sup> Floor  
New York  
NY 10017

**London Office**

33 St James's Square  
London  
SW1Y 4JS  
Tel: 0207 332 0973  
Fax: 0207 489 5848