



YOUR PEOPLE

A How-To Guide From The Legal Director

TLD



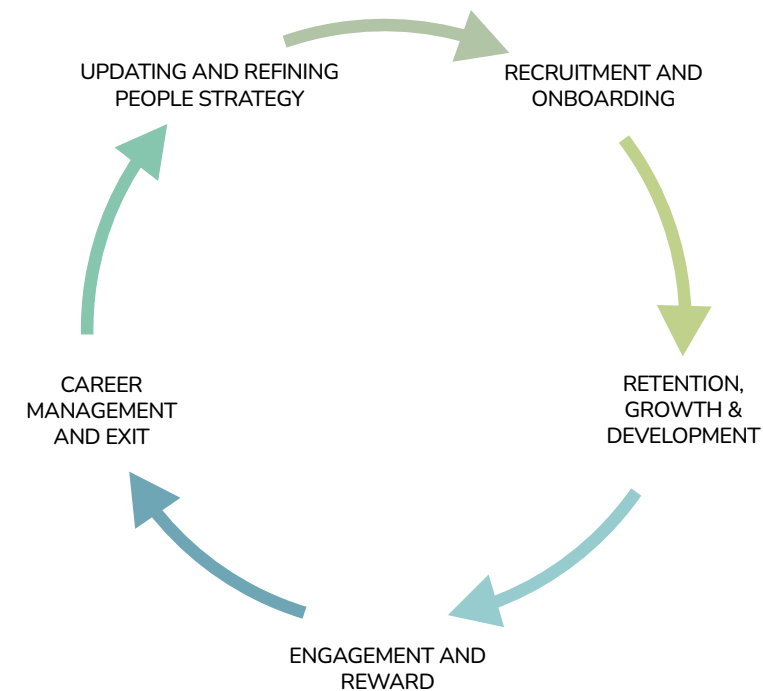
Your people

The best businesses invest in their people, and if you do this consistently and thoughtfully, you are likely to reap the rewards of your investment. It will help you improve the overall employee experience, get the best out of your people and allow you to focus on revenue generation, profit protection, competitive advantage and sustainable growth.

To do this effectively, you need a coherent and living people strategy that encompasses and supports every touchpoint of what we call the “Employment Pathway”. In this guide, we will explain each stage of the pathway in more detail and demonstrate how using it as the basis for review and planning will give you a people strategy that works for your employees and your business.

If you would like our support with developing and implementing an effective strategy, please get in touch on 020 3053 8613 or info@thelegaldirector.co.uk

What is the Employment Pathway?



The “People” life cycle in every business will include a number of stages that each requires a strategic approach and organisational and team design which should reflect the particular vision and culture of the leaders in the business. For each stage, we have detailed best practice and set down what practical measures you can take to implement your people strategy effectively.

We appreciate that you may not have the time or resource to do everything you would like to and we would advise that you bring in legal help to support the HR function. If you overlook important details in the areas of contracts, remuneration, benefits, discipline, grievances and so on, the ramifications can be serious and a lawyer at the outset could save you time and money in the long run. Our Client Legal Directors have extensive experience in supporting businesses with this, so please do get in touch if you would like our help.





Recruitment and onboarding

- Identify your workforce gaps and needs
- Put in place fair and effective advertising
- Contract with and get the best deal out of agencies
- Establish fair and effective selection processes and use of medical questionnaires
- Negotiate effectively on terms
- Ensure recruitment compliance (e.g., DBS/immigration)
- Understand health and safety for the new employee
- Ensure effective contractual documentation and write a handbook that everyone wants to read
- Establish and communicate the business core values and strategy
- Run a fun and effective induction programme

Retention, growth and development

- Manage business change successfully
- Enable clear career development
- Achieve necessary changes of contractual terms
- Manage full range of employee relations processes e.g., grievances
- Offer mediation processes
- Run effective appraisal and performance management processes
- Support business transfers and TUPE processes

Engagement and reward

- Seek out, recognise and implement employee feedback to improve the employee experience
- Ensure full inclusion with a proactive approach to equality and diversity
- Establish a successful well-being strategy
- Create appropriate and discerning reward and recognition programmes
- Progress each employee's abilities and skillsets via effective training

If you are thinking about employee well-being, TLD has developed a mental health risk assessment and policy pack, which will help you support good mental health within your business. You can find out more information here:

<https://www.thelegaldirector.co.uk/mental-health-policy-pack/>

Career management and exit

- Strategically co-ordinate future business need with your current workforce
- Manage effective disciplinary processes
- Identify "at risk" roles quickly and run fair redundancy processes
- Negotiate successfully and use settlement agreements effectively
- Protect your business with the right contractual post-employment restrictions
- Avoid litigation but if it comes, deal with it expertly and strategically
- Use alumni effectively to support your business

How The Legal Director can help

In an SME, there often isn't the time or resource to put everything we have laid down into place and make it work: most HR practitioners spend time getting documents in place and managing employee relations. It could be so much more than that...

At TLD, we work alongside your HR team and directors to help shape strategy and design and to put in place best practice in every aspect of the Employment Pathway.

We start by getting to know your people and your business. We take time to understand the culture and ethos, identify what is working and what isn't and then work proactively alongside you to achieve your strategy. And, throughout this process, we will ensure that you have a clear understanding of your legal position and obligations.

If you would like to discuss your people needs or would like to find out how TLD can help your business, please get in touch for a no-obligation chat on 020 3053 8613 or info@thelegaldirector.co.uk.