

**FARRINGFORD
HR**



**Tugela
PEOPLE**



OUTSOURCED HR SERVICES

A PARTNERSHIP CREATED TO
DELIVER A SEAMLESS HR
EXPERIENCE



HR STRATEGY | HR AUDIT | EMPLOYMENT LAW | HRIS IMPLEMENTATION
OPERATIONAL HR TOOLKIT | ONGOING HR SERVICES

OUTSOURCED HR SERVICES

An HRIS without strategy is a wasted investment. Businesses that integrate HR technology with a strong HR framework will reap the rewards of efficiency, compliance, and data-driven decision-making, enabling HR teams to focus on what truly matters – their people.

The team at Farringford HR are here to support you every step of the way.

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FIVE STEPS TO SUCCESS

STEP 1 HR STRATEGY

1

You've decided to integrate an HRIS, but did it form part of a wider HR strategy?

Many businesses decide to make the move to an HRIS as a result of inefficiencies, data protection or fast growth without intention or purpose.

We will work with you to uncover the strategy you need to make the transition to your HRIS a success.

Format

Half-day workshop

Follow-up recommendations/action plan

STEP 2 HR AUDIT

2

Rubbish in = rubbish out!

Our team will review your current HR documentation to assess its compliance with current legislation.

Format

Document review by our legal and HR team

Feedback and action for each document

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STEP 3 LEGAL UPDATE

Accurate, consistent, and structured data entry is essential for meaningful reporting and automation.

3

Farringford HR's lawyers and HR consultants will draft up to date versions of:

- Employment contract template
- Policies (including Equality and Diversity, Data Protection, Employee Privacy statement, Harassment and Bullying, Family Leave, Flexible Working, Whistleblowing, Disciplinary and Grievance as standard)
- Company/staff handbooks

Format

New digital versions of documentation all ready to upload onto your HRIS

STEP 4 OPERATIONAL HR TOOLKIT

HR teams should standardise and document processes before automation to avoid digitising inefficiencies.

4

How you use the HRIS will be as important as why you are integrating it. We will design bespoke procedures for operational excellence including processes for:

- Recruitment & Onboarding Induction and Probation management
- Absence reporting and Absence Management
- Performance management
- Disciplinary and Grievance
- And other areas identified in the strategy/audit stages

Format

Interactive training sessions for superusers & digital training manuals

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STEP 5 ONGOING HR ADVICE & SUPPORT

5

Ideal for a business without a dedicated HR leader or team.

The Farringford HR team will provide on-going support to ensure you remain on top of your HR operation, including changes in legislation, policy updates and support with day to day HR management ie redundancies, grievances, disciplinary matters and training etc.

We will keep you updated on forthcoming changes and what actions you need to put in place to ensure compliance.

Format

Purchase a retainer or 'bank of hours' and we will be on call to assist

THE FARRINGFORD HR TEAM

Farringford HR offers SME owners peace of mind that their employee management is streamlined, whilst complying with ever-changing legislation.



Sarah-Jane Butler
CEO
Employment Lawyer



Philip Davies
Employment Lawyer



Kate Goodman
HR Director

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