



PASSIONATE ABOUT PEOPLE

EMPLOYEE BENEFITS

HUMAN RESOURCES

PAYROLL

advogroup.co.uk

#WORKASONE

ADVO

‘Putting people & culture at the heart of everything, we unite HR, Pay and Reward with advice and technology in a unique and creative way’



At advo, we understand that sometimes, managing people, especially in a small to medium sized business, can be challenging. This can be especially problematic when there is no one to turn to for advice.

In an increasingly complex world of evolving employment legislation and seemingly tricky people problems, the hr team at advo bring a wealth of pragmatic and practical experience to help you solve employee issues.

At advo, we take a commercial viewpoint and provide businesses with hr advice focused on what you can do to solve problems, not what you cannot do!

We are real people who are CIPD qualified HR professionals with a wealth of experience having all worked in-house within a broad range of industries and so we understand how to operate in the increasingly changing business world.

By engaging with advo, you will have the benefit of specialist HR advice, without the overheads and the cost-effective means of getting the end result in the shortest time as possible!

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WHO WE ARE

We are not a call centre. We are dedicated, CIPD qualified HR Consultants who take the time to know and understand your business, your culture and way of working. We get to know you....

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MAIN FOCUS

To create a culture where contented, committed employees are informed, effective and productive.

HR CONSULTANCY

ABSENCE MANAGEMENT

EMPLOYEE RELATIONS

Having your own dedicated HR Consultant is a point of difference to some of our competitors as there will be continuity, giving you the opportunity to form an ongoing working relationship.

Our dedicated HR Consultants form a working partnership with you, from the review of your hr documentation to giving you straightforward, practical advice and guiding you step by step through any people issues.

This means that you can get on with the day-to-day of your business, with the peace of mind that you are receiving consistent, pragmatic and best advice based both on the latest UK legislation and good working practice, from a trusted advisor.

“

advo delivers a professional and friendly HR service with support always on hand, a perfect solution.”

Richard Thompson Insurance Brokers

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contact us now

01622 769219 | advohr@advogroup.co.uk



OUR PRICING

We have benchmarked our hr service and pricing against other HR consultancy business to ensure we offer a comprehensive, quality service to our clients at the best price.

Our pricing model is open and transparent and there are no hidden extras. Based on our experience, the number of queries and related usage we receive, our charging mechanism is primarily based on employee numbers. The price we charge you is fixed so there are no hidden surprises along the way and this enables you to budget in the longer term.

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OUR CONTRACT

For many of our clients, the business partnership with advo is long established and we won't lock you into long, binding contracts.

Our retained clients enjoy a one-year service agreement, so you don't have to worry about being locked in for long periods and can budget with confidence.

We know businesses are different and where a 'one size fits all' approach doesn't work we will work with you to tailor to your specific project needs.

If you would like peace of mind throughout the year, we offer a comprehensive retained HR service or if you just need occasional help, we can give you support for a one-off HR project.

“

advos have always been on hand to quickly deal with any queries or issues we may have. They always go above and beyond with advice and I usually come off the phone knowing even more than what my original query was.”

Advanta Group, London and Glasgow

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ADVO RETAINED SERVICE

We provide your nominated members of the management team with advice and guidance on people matters via email and telephone when they need it most. There is no limit to the number of queries and hr advice available within our scope of services.

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You receive an initial immediate response to your query, all of which will be prioritised. If your query is urgent, you will receive a response accordingly, usually the same day but no later than 2 working days.

- ✓ Robust, pragmatic advice, followed up in writing.
- ✓ Bespoke HR letters for you to personalise, tailored to specific situations with a review of any existing HR letters. Also template documentation as appropriate.
- ✓ Review HR documentation annually and update the documentation with any required legislative changes. Also advise of recommended changes and discuss in greater detail.
- ✓ Regular contact and premises visit at least once a year.
- ✓ Annual hr review detailing the service we have delivered including a summary of usage, any identified trends, recommendations and upcoming legislation.
- ✓ Legislation and policy updates when these occur, including statutory rate changes.
- ✓ Regular newsletters on topical articles and content.
- ✓ Access to our online absence management portal designed to give the ability to manage all absences in a controlled and monitored way.



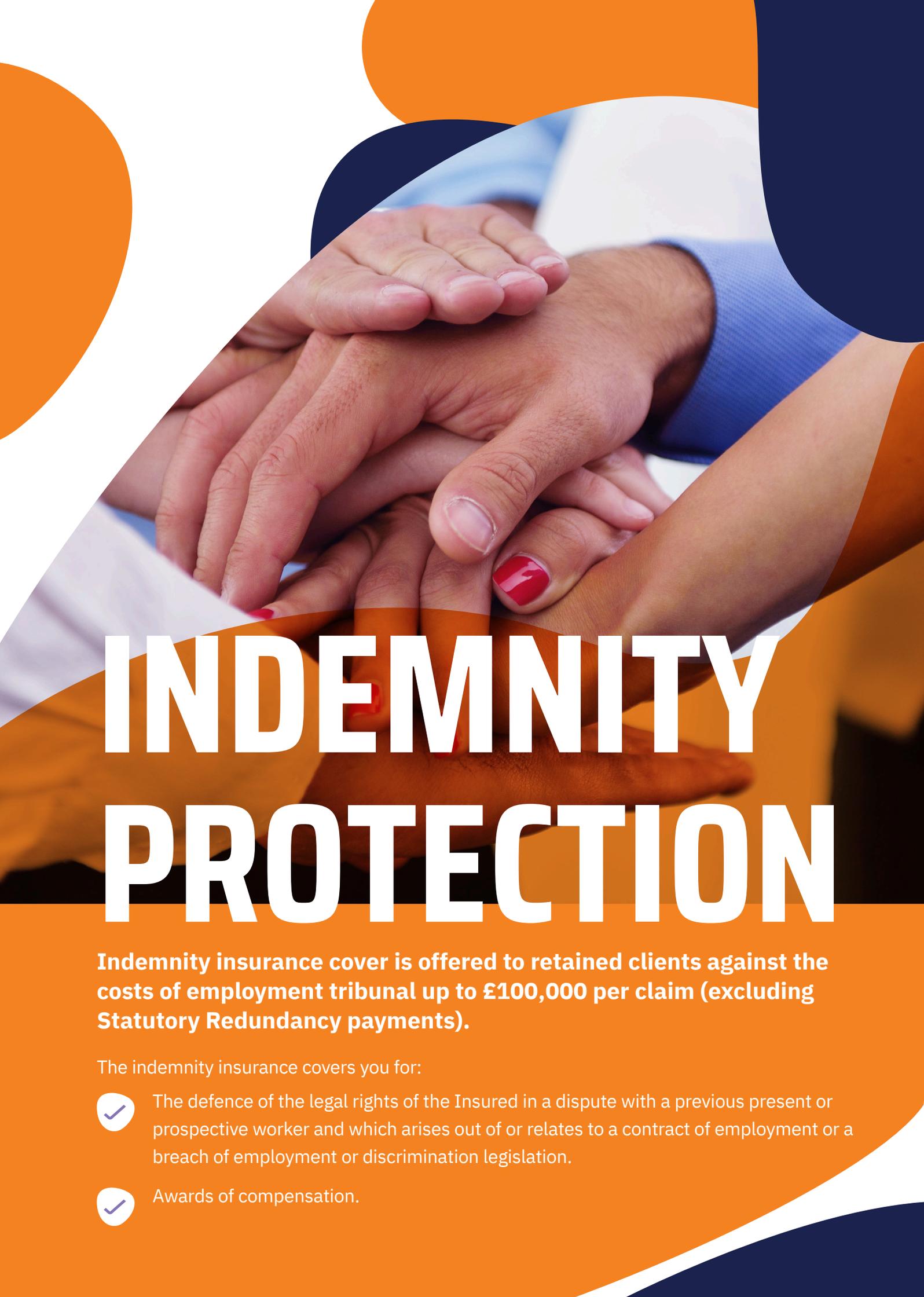
We have worked closely with advo for several years who have provided an invaluable service during that period, assisting with amongst other general support matters, employment contract reviews and individual performance reviews. advo provide a responsive service providing tailored advice to the needs of our business.”

Andrew Burke, Managing Director, AGB Risk Control Services Ltd. Bury

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INDEMNITY PROTECTION

Indemnity insurance cover is offered to retained clients against the costs of employment tribunal up to £100,000 per claim (excluding Statutory Redundancy payments).

The indemnity insurance covers you for:

-  The defence of the legal rights of the Insured in a dispute with a previous present or prospective worker and which arises out of or relates to a contract of employment or a breach of employment or discrimination legislation.
-  Awards of compensation.

ADVO 'AD HOC'

We offer a comprehensive range of people management services to meet your specific business needs, whether that is the development of your HR strategy aligned to your long-term business plan or extra support to get people projects completed.

- ✓ Large scale redundancy consultations and management projects. The transfer of employees in and out of businesses where they are covered by Transfer of Undertakings Protection of Employment (TUPE).
- ✓ Expertise in bringing objectivity to complex grievance and disciplinary situations and negotiation settlement agreements. Support with the implementation of HR policies and practises.
- ✓ Broad range of management training, including accredited Institute of Leadership and Management, aimed at broadening management skills to know what it takes to get the best from their team and grow internal capability.
- ✓ End-to-end recruitment solution, that will save time and money and support the engagement of new employees to your business.
- ✓ Our wealth of collective knowledge, experience and specialisms mean that you can be sure that whatever your need, advo will be able to provide a solution.



We have been really happy with the service provided by advo because advo makes the whole experience still feel in-house. They are always there to support and uniquely have a commercial mindset.”

Vish Vakani, Operations Director, Brindisa Kitchens, London

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PEACE OF MIND

We are accredited with ISO 27001. This offers confidence that all of your data is confidential and controlled and stored in a legally compliant format.

OUR VALUES

As an IIP Gold employer, advo know what it takes to help you get the best from your people.

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LINKED SERVICES

advo has a reputation for cost control, innovation and customer service excellence.

Having been recognised as the UK's 'best' advisory firm by our peers on numerous occasions, we support smaller employers across essential business services.

Our clients take advantage of our linked services aligning payroll, HR support and reward through employee benefits.

If you would like to learn more about how advo can support your business, please don't hesitate to contact us.

You can reach the hr team at advo on 01622 769219 or email us at advohr@advogroup.co.uk.

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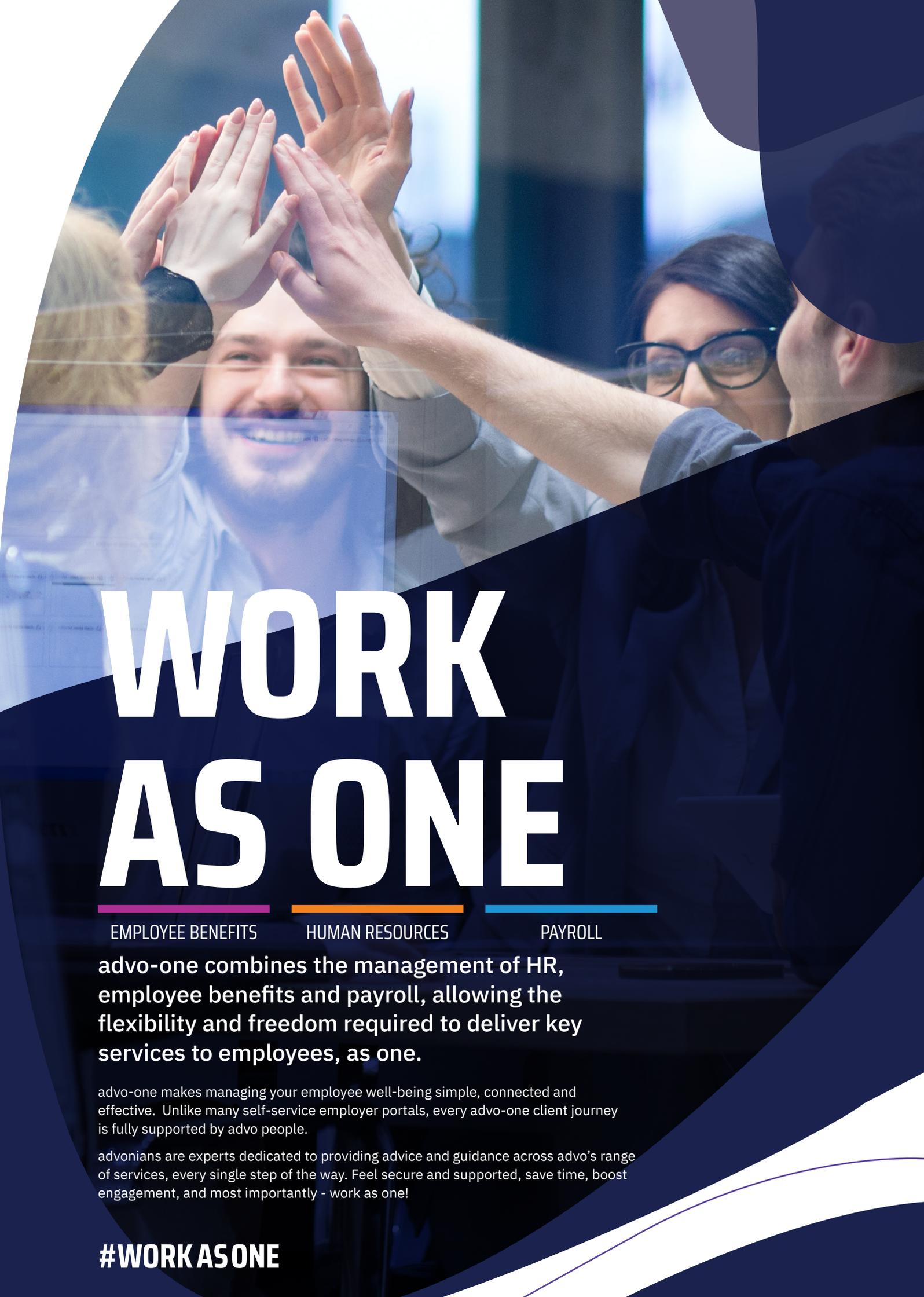
We have worked with advo for many years now from day-to-day staff queries to more complex staff restructuring projects. We have always found them to be very professional and helpful when giving advice.

Julian Barnes, Director, Cresta Cars, Manchester

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WORK AS ONE

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advo-one combines the management of HR, employee benefits and payroll, allowing the flexibility and freedom required to deliver key services to employees, as one.

advo-one makes managing your employee well-being simple, connected and effective. Unlike many self-service employer portals, every advo-one client journey is fully supported by advo people.

advonians are experts dedicated to providing advice and guidance across advo's range of services, every single step of the way. Feel secure and supported, save time, boost engagement, and most importantly - work as one!

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ADVO-ONE

- Dedicated expert advice
- Health, Group Risk & Well-being
- Employee engagement
- Total Reward Statements

- HR consultancy
- Online absence management
- Employee Relations
- Compliance

**EMPLOYEE
BENEFITS**

**HUMAN
RESOURCES**



PAYROLL

- Payroll processing
- Auto-enrolment
- BACS management
- Online Payslips

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INVESTORS IN PEOPLE™
We invest in people Gold