



Q&A with **JILL BOTTOMLEY**

HR Dept/
Altrincham Business Task Force



Tell us a little bit about your business?

My business is HR Dept (Trafford & Warrington). Our team provides a very personal outsourced HR service to local small and medium sized businesses – enabling you to have the equivalent of an inhouse HR department, supporting your business with anything from a one-off contract of employment through to a full HR advisory service 12 months of the year (insured against employment tribunal claims to give you peace of mind), without having to employ an extra member of staff.

What are you doing to support the business community during lockdown?

We're offering free information & guidance to all businesses via The HR Dept website in our Coronavirus Hub www.hrdept.co.uk/coronavirus

We're conducting free webinars for different business communities on topical Coronavirus related HR issues such as the Coronavirus Job Retention Scheme and furloughing employees.

We're also able to offer a '3-month coronavirus HR support package' for new clients to provide unlimited HR support by email/phone, bespoke furlough agreements, and advice on short time working, lay-offs and redundancy as businesses come out of furlough.

Can you share what help you've applied for in terms of grants and funding?

I have been notified by the Council that I qualify for and have applied for the Small Business Rates Grant.

Do you have any advice and tips around supporting teams while they are working remotely?

There's some great information on one of our blogs:

www.hrdept.co.uk/blog/what-you-need-to-consider-when-asking-employees-to-work-from-home

It is very important to keep communications going and to recognise that employees may need additional support, especially for their own mental health and well-being. Putting in place an Employee Assistance Programme (EAP) is a relatively small cost (less than buying each employee a takeout coffee per month for a year) but a massive employee benefit at times like this:

www.hrdept.co.uk/services/employee-health-well-being

How can other business owners contact you, if they want to know a bit more about what you've been doing?

I'm very happy to have an initial conversation **FREE** of charge about your HR requirements and how we might be able to help.

Call us on 0345 053 3665

Email us at admintaw@hrdept.co.uk

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