



**forrest**  
GROUP

# The Forrest Group

The Forrest Group provide comprehensive, flexible, affordable people management and support services for SMEs.







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HR Services



# An introduction to ForrestHR

**ForrestHR provides bespoke outsourced HR support & solutions to small and medium sized businesses.**

We can help with all HR matters, from start-up HR processes, such as employment documents for new or growing businesses, through day-to-day personnel issues to specialist or contentious staff matters.

We can manage all your HR requirements, or provide additional support to your in-house teams.

Providing nationwide coverage, we can manage all employment issues in diverse sectors across the UK.

## How We Work

ForrestHR will support your business in the way that suits you, your style and - most importantly - the dynamics and size of your business.

We don't require you to sign up to lengthy periods and, if we think there is a better way for us to be working with you, we will give you our honest advice and suggestions.

We have 3 main ways of working with you:

### Ad Hoc HR Support

This service suits businesses with occasional HR needs, whether it's to help with a specific staff matter like a disciplinary or performance issue or creating or updating employment documents, such as employment contracts.

### Pre-Purchase of HR Time

This service suits organisations with more frequent HR needs or maybe a project that is likely to continue for a month or so. The pre-purchased time is credited to your account and available for you to use for calls, emails or meetings with us. The minimum pre-purchase is 5 hours, and this does not expire, so whether you use it in a week or a year, it's your time that you have pre-purchased and banked.

### Monthly HR Retainer

With this service we become your "outsourced HR department". You will have a dedicated account manager who will always be available to you, as frequently as you need them. We have a variety of different retainers to match where you are in your business journey.



# Our Services

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## HR Revamp

If you already have employment documents and HR processes in place, we can review these for you to ensure you are up to date and - most importantly - legally compliant.

## Get Going

Whether you are a start-up business or taking staff on for the first time, we can implement compliant employment documents, tailored for your business and individualised for your staff and workers, to protect both you and them.

## Day-to-Day HR

Within the employee life cycle, there are so many aspects of an individual's employment that require HR support. We support you with these essential and regular HR responsibilities, leaving you to focus on your business.

## HR Software

We are a Gold Partner for Breathe as we truly believe it is the best available HR software for SMEs and provides the best solution for our clients.

Many of our clients are already benefiting from Breathe, saving them time, streamlining their processes and managing their admin efficiently online.

## Employee Relations

If you find yourself facing a difficult or challenging employee situation such as a disciplinary, grievance or capability matter, you need professional advice to ensure you navigate the minefield to achieve the best possible outcome.

We can manage the process for you or provide support and advice throughout.

## Company Restructures

Restructuring and redundancies are not only likely to be stressful and emotional, but also costly if you don't get them right legally.

We ensure they're handled sensitively and professionally.







# An introduction to Forrest Training Academy

Forrest Training Academy provides professional, bespoke training solutions for companies of all sizes.

Forrest Training Academy helps individuals, teams and businesses achieve more.

Our experts devise individually tailored, engaging and practical training solutions to meet your business needs and help you achieve your goals.

## Our Courses

All our courses can be run on a one-to-one basis or as a group, either online or in person, current regulations permitting.

### People Skills

We understand that your business's greatest asset is your people. If you invest in them and develop them, they are more likely to perform to a higher level, helping your company to succeed, with a positive impact on your bottom line.

We recognise that not all businesses need training in all areas, so with that in mind, we have created a suite of business courses to help managers and staff develop and improve their performance.


### Coaching

We can help to develop and nurture professional skills through both executive coaching and specialised individual coaching. By working with our professional consultants, we can help you to develop and nurture both your and your employees' professional skills, utilising a range of coaching approaches.

We can provide tailored courses, both online and on location for you and your business with Executive and Career Progression Coaching.



# Our Courses

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## People Skills

### Training & Development

We are continually updating and adding to our current suite of training courses, all of which can be tailored to align with your internal policies and procedures.

We can also create courses and workshops to meet your bespoke needs, so if you don't see the course you require below, please contact us to discuss your particular requirements.

- Introduction to Management
- Introduction to HR for Managers
- Disciplinary & Grievance
- Communication
- Motivation Skills
- Presentation Skills
- Building Resilience
- Bullying and Harassment
- Unconscious Bias
- Diversity and Inclusion
- Managing Absences
- Managing Activities
- Mentoring Skills
- Recruiting the Right People

## Coaching

### Executive Coaching

As part of the C suite in your company, your own development can often get sidetracked. By working with one of our Executive Coaches, you will identify your goals and create a bespoke plan with key milestones to measure and motivate your success, developing your leadership skills to help you achieve them.

### Career Progression Coaching

Planning your next career move - and developing the skills to achieve it - is crucial to success. Our experienced professional consultants provide individual coaching tailored to your needs to help you realise your ambitions.

Whether you're looking to step up the career ladder or job hunting due to redundancy, we'll help you develop the expertise required to be successful in the workplace, from honing practical skills such as communication to changing your mindset towards success and enhancing your personal visibility.





  
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Health & Safety



# An introduction to Forreest Health & Safety

The support you need to keep you, your team, your customers and your suppliers safe across a broad range of industries.

We provide the support and assistance needed to comply with the law, reduce workplace accidents and function more profitably through sensible safety management.

We give clients the advice, training, and assistance they need to enable them to manage Health, Safety, Fire, and Environmental Issues, so they can get on with running their businesses.

All Health & Safety representatives of our consultancy hold recognised professional qualifications combined with vast experience and are members of the Institution of Occupational Safety and Health and the International Institute of Risk and Safety Management.

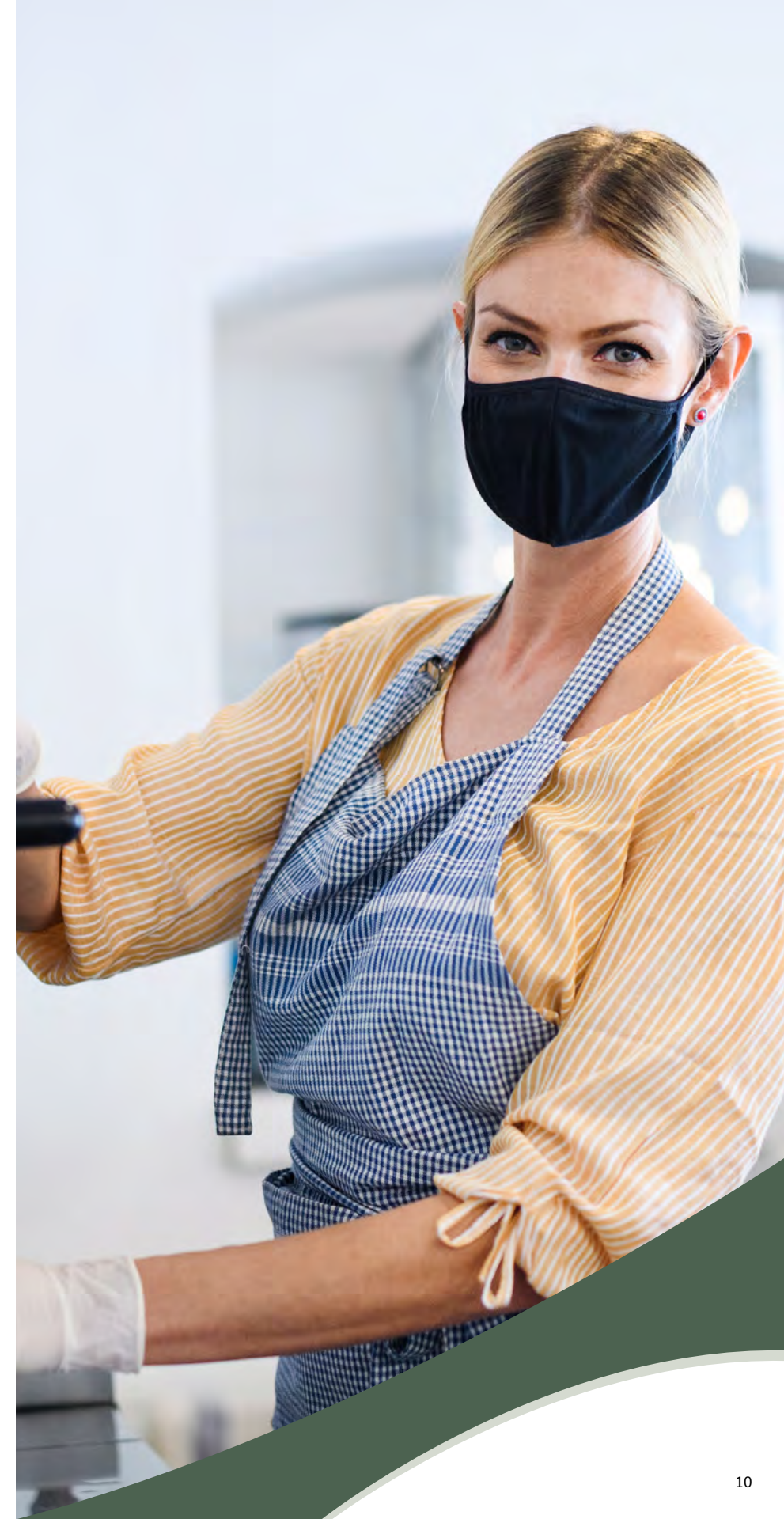
We provide advice and practical support across the following areas:

- Health & Safety in the Workplace
- Food Hygiene Standards
- Fire Safety
- ISO
- SSIP Accreditations
- Risk Assessments

Our starting point is an introductory call with one of our Health & Safety specialists to understand your needs and agree priorities and timetables.

## How We Work

Forreest Health & Safety is able to support your business in any way that suits you. Depending on the service you require, we will be able to quote you hourly rates, monthly retainers or fixed fees for a one-off service.





# Our Services

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## Health & Safety in the Workplace

Our specialists conduct a health & safety audit to review your current systems and measures. This enables us to create a bespoke service to support you in meeting your legal obligations and promoting a positive health and safety culture in your workplace.

## Food Hygiene Standards

Getting this wrong can be devastating for your business. Getting it right boosts customer confidence and your reputation. Our food safety experts work with you to implement and maintain robust control measures to help you achieve the highest Food Hygiene Rating Score.

## Risk Assessments

General risk assessments are required by law: Management of Health and Safety at Work Regulations 1999. Our consultants can assist your organisation with the preparation of general and technical risk assessments.

## Fire Safety

If you are an Employer, building owner, or building occupier, you are required to carry out a fire safety risk assessment and keep it up to date. The Responsible Person must ensure that a competent person undertakes a fire safety risk assessment for your workplace, and it must be reviewed regularly. Your fire risk assessment should be tailored for your particular business operation and premises. We help you get this right, so you have peace of mind that you have correct safeguards in place to protect your employees and property.

## ISO

BS ISO 45001 Health and Safety Management,  
BS ISO 9001 Quality Management,  
BS ISO 14001 Environmental Management.

Accredited management systems can help your organisation manage risk, become more efficient, retain staff, save money, grow in both stature and reputation, and are required for contract tendering purposes. We can assist you through the whole process to achieve your ISO accreditation to a recognised standard and help you maintain your management systems.

## SSIP Accreditations

SSIP (Safety Schemes in Procurement) is the mutual recognition scheme for occupational health and safety standards in the UK. There are a number of health and safety schemes and accreditations across the UK, so it's important to make sure any accreditation you undertake is a SSIP member. Our health and safety consultants are experienced in all major health and safety assessments, including Achilles, Acclaim, Constructionline, CHAS, SMAS, and SafeContractor.





# An introduction to Forrest Payroll

**Our fully managed payroll services save small and medium-sized businesses time and money.**

Your dedicated payroll manager will tailor our efficient, straight-forward service to your bespoke business needs. Providing nationwide coverage, we can manage all payroll accounts for businesses in diverse sectors across the UK.

## Fully Managed Payroll

Our fully managed payroll service frees your time so you can focus on your business. Your dedicated payroll manager will build an in-depth understanding of your business and payroll requirements, and is on hand to sort any queries you may have.

They will take care of all aspects of your payroll, including:

- Registering your company with HMRC
- Creating your payroll account
- Managing your payroll weekly, fortnightly or monthly, as required
- Paying staff, if required
- Compliance
- Company year-end processes

## Pensions

All UK businesses and organisations are required to assist their employees to save for their retirement and provide a workplace pension into which both the employer and employee contribute.

We can set up your Company pension scheme and ensure that all eligible employees are automatically enrolled, with the correct contributions from both you and your staff.



## Benefits of outsourcing to Forrest Payroll

- Salaries can be processed more quickly and with greater accuracy thanks to our payroll software, and then distributed and stored digitally to reduce paperwork.
- We keep abreast of HMRC changes and deadlines so you don't have to, ensuring you meet your payroll and tax obligations and saving potentially costly and time-consuming errors.
- You can sleep at night knowing your sensitive payroll data is always secure and backed-up automatically.
- Outsourcing is often cheaper than hiring an employee to handle payroll, and gives you predictable costs for future planning.
- Our professional service, supported by state-of-the-art software, gives you peace of mind that your payroll is being managed expertly with minimal input from you, rather than having to handle it yourself, or supervise the work of an employee.

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## Payroll

- Register payroll account with HMRC.
- Electronic retrieval of tax code changes and notices through RTI.
- Support and advice for all gross pay calculations to include statutory holiday and sickness.
- Passworded payslips and gross-to-net reports provided.
- P60's & P45's and other statutory documents as required.
- All submissions to HMRC to include claims for statutory allowances and offsets.
- Payrolling benefits in kind.
- Updated with any legislation changes, such as minimum wage.
- Bespoke reports designed for any further information you may require.

## Pension

- Full assessment of employees under the regulations each month (starters, leavers, new qualifiers).
- All employee correspondence compliant with the Pension Regulator guidelines.
- Pension deductions on the payroll made in line with provider and statutory and tax requirements.
- Pension reports provided.
- Pension Regulator Returns.
- CSV contributions file for the pension provider.
- Submission to the pension provider of the above files.
- Monitor and administer all opt outs.
- Full reconciliation of payments and refunds.



