

# HR - EMPLOYMENT LAW HEALTH & SAFETY CONSULTANTS.

---

PEOPLE FOR BUSINESS  
BUSINESS FOR PEOPLE

No matter how small or large your business, you are still required to follow both UK Employment Laws and UK best practice as defined by ACAS (The Advisory, Conciliation and Arbitration Service) Code of Practice.



CONSULTANTS

# About Us

LBJ Consultants is a full-service Human Resources, Employment Law and Health & Safety service provider, formed in 2016, based in Ayrshire, Glasgow and Lanarkshire supporting clients throughout Scotland and beyond.

We offer six different main services:

1. **HR Consultancy Service**
2. **Health & Safety Consultancy Service**
3. **HR Management System**
4. **Employee Protection Scheme**
5. **Employee Surveys**
6. **Recruitment Service**



## What we will do for you!

Our team have over 100 years' experience in helping clients resolve any employment issues that they might have. We have experience in working in the Charity, Private, Public, and Third-Party Sectors. We will support your business in the following areas

- All general HR services like Disciplinary and Grievance Redundancies;
- Bespoke employment legislation, polices, procedures, contracts, job descriptions and letters;
- Diversity & Equality;
- Employee Engagement, surveys and Tribunals;
- Health & Safety;
- Help with Change and Reward/Bonuses;
- HR Management System;
- Job Evaluations;
- Managing Performance/Attendance;
- Mediation;
- On-site and e-learning Training & Development;
- Settlement Agreements; and
- Recruitment;



# Our Services



## Premium Service

- 24/7 cover
- 24 site visits per year
- Calls responded to within 1 hour
- E-mails responded to within 2 hours



## Standard Service

- 24-hour cover Monday to Friday
- 12 site visits per year
- Calls responded to within 1 hour
- E-mails responded to within 2 hours



## Basic Service

- Cover 9-5 Monday to Friday
- Calls responded to within 1 hour
- E-mails responded to within 2 hours



# Our Team

**Billy** has over 25 years' experience in dealing with HR and Employment Law issues. He is very experienced in dealing with all Employment Law matters and has 20 years' experience dealing with Employment Tribunal cases.

**Terry** is a Chartered Fellow of the CIPD, recently presented with her 30 years award. She has vast experience in working in HR roles and has over 30 years' experience working in Senior roles in the Public, Private, Charities and Third Sector.

She also has qualifications in HR, Mentoring, Health and Safety and BPS Psychometric Testing and most recently attained an ACAS Advanced Diploma in Counselling.

**Lynn** is a very experienced HR Professional and is skilled in establishing and maintaining quality policies and procedures, change management, performance management and training and development programs.

**Graeme** has practical HR Experience within an array of alternative sectors (Public, Private and Voluntary) and is accomplished at evaluating and resolving HR and ER issues.

**Mason** has worked in an HR Administration role with us since early 2017. During his time with us he has successfully completed many of our e-learning courses achieving various certificates.



# Our Services

## Pay as you go Service

- Changes to Terms and Conditions;
- Disciplinary & Grievance Meetings;
- T.U.P.E transfers; and
- Any other employment matters.

## Health & Safety Service

You will be able to name LBJ Consultants as your Health and Safety Advisor for your organisation's accreditation.

## HR Management System

The system allows you to save time and money over your administration costs. You can record annual and sick leave and monitor performance.

# Our Experience

We understand that when you are managing a business, there are so many things to think about. However; as your business starts to grow, issues with staff that need to be addressed will inevitably arise. If you don't have the infra-structure in place to address those issues, it makes it difficult for you to manage them without leaving your business exposed to claims at an Employment Tribunal.

We currently support clients in the following sectors:

- Charities (Women's Aid Centers, Rape Crisis Centers)
- Volunteer Centers
- IT
- Civil Engineering
- Health Care
- Nursery Education
- Retail
- Public Houses
- Haulage
- Legal Services

Contract terms are over one year with a one-month cancellation notice.

# Why you should outsource your HR and Health & Safety functions?

Our team of qualified CIPD HR & Health & Safety Consultants will take the time to understand your business and what you want to achieve.

Our approach is one of a partnership, working as an extension of your company, **we will be there to support and advise you when you need us most.**

We will help you deal with any conflicts between you the employer and your employees by resolving these issues quickly within the appropriate legislation, **we always adopt a commercial approach when offering advice.**

When employing someone you also incur the costs of -

- Holiday and sick pay.
- Pension payments.
- National Insurance payments.
- Salaries.
- IT equipment.
- Office space.

By outsourcing your HR function, you can save over to 30% on these total costs.



# Our Services



## Training Service

Our team of qualified trainers. We can visit your site to present training sessions. We also provide a full range of accredited digital training course.

## Mediation

We have trained mediators who can sit down with your employees and will identify and discuss the problem with the affected employees.



## Recruitment

We will be your one stop shop for all your recruitment needs at a fraction of the cost of a recruitment agency. We will carry out all recruitment functions, advertise the role, sift all applications, carry out first telephone interviews and pass over candidates for final interview. We can also support you at this stage if required.



## Job Evaluation Service

We can support your business over all grading and job evaluation reviews including creating new job description and pay scales.





# Our Values

1. We are passionate about our brand, products, services, people, and clients
2. We will deliver excellent customer service, with our business partnership being at the heart of the relationship, with our clients
3. We will build excellent ongoing relationships with clients
4. We will provide, commercial, quality advice and value, to our clients
5. We will improve our service by being proactive
6. We will always listen to our clients to ensure our services and advice are commercial, clear, practical and can be implemented at the lowest risk to our clients.
7. We will be innovative by continuously identifying any issues quickly and promoting new ideas and opportunities to drive our, and our clients, businesses forward.
8. We will empower our client's employees to contribute to the best of their ability and will provide a workplace where diversity and openness is encouraged.
9. We always be respectful irrespective of individuals skills, experience and opinions.



PEOPLE FOR BUSINESS  
BUSINESS FOR PEOPLE



CONSULTANTS

### Contact us

LBJ Consultants  
99 Buchan Road  
Troon. KA10 7BT

p: 01292 676063

m: 07375 097442 - 097443 - 097444

e: [enquiries@lbjconsultants.co.uk](mailto:enquiries@lbjconsultants.co.uk)

w: [www.lbjconsultants.co.uk](http://www.lbjconsultants.co.uk)

