

KS Employer Services



The business of employing people is full of pitfalls, and, for many employers, their biggest cost. It is an area where every organisation needs specialist help. If you don't have the resources for an in-house HR team, it can be a challenge to co-ordinate the range of expert help you need.

We can help you

At Kingston Smith we recognise how difficult it is. That's why we have developed our "Employer Services" team. Comprising tax specialists, HR consultants and independent financial advisers, it's a one-stop-shop for all your employer-related needs.

Kingston Smith's tax specialists can help you structure your staffing arrangements in the most tax-efficient way, saving you significant sums.

Blacktower Financial Advisers Ltd, a part of Kingston Smith, is authorised and regulated by the Financial Services Authority. Their employee benefit advisers can help you design, implement and administer a range of pension and other benefit schemes.

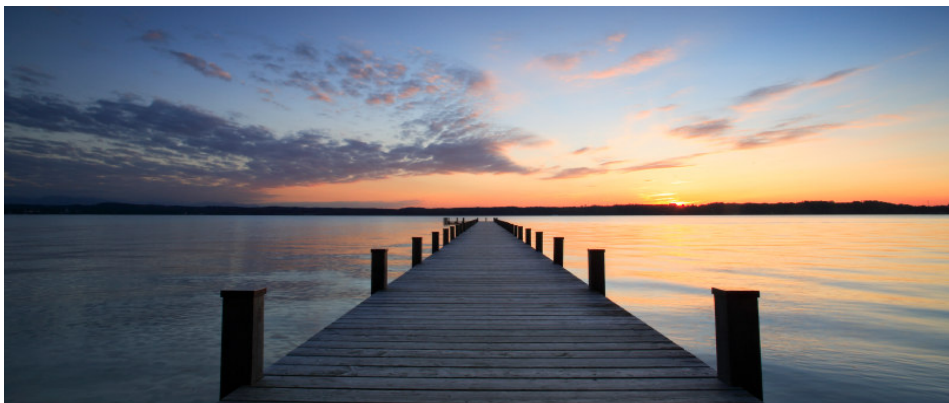
HR Insight Ltd, a part of Kingston Smith, is authorised and regulated by the Financial Services Authority. Our HR specialists can lead you through the employment law maze as well as providing a wide range of other HR services from payroll to policy audits.

Employee benefits

Our employee benefits team can:

- Benchmark the benefits provided by your competitors and give you "rule of thumb" costings for the provision of core benefits.

- Help you decide the nature and structure of employee benefits, balancing the need to control costs with the importance of providing a package of relevant and good-value benefits.
- Introduce employers to a range of possible core, flexible and voluntary benefit schemes. Typically employers include as core benefits pension, life assurance, income protection and private medical insurance schemes.
- Conduct a full review of existing benefits offered to employees, before arranging implementation of your benefit programme, including the option of flexible benefits with online capabilities.
- Deal with all the communication aspects of your benefit programme, arranging employee launch presentations and/or provide an annual review so that employees never lose sight of the non-salary benefits you provide.
- Provide your employees with comprehensive employee benefit summaries.
- Give you on-going back office administrative support to 'run' your benefit programme.




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- Establish a monitoring system to ensure continued effectiveness in cost and purpose.
 - Assist employees with their overall financial planning requirements throughout their employment, but particularly on joining, promotion and retirement.

HR consultancy

Our HR consultants and employment lawyers provide a commercial, practical 'can-do' approach on employment and HR issues. Now, more than ever before, employers are seeking the help of human resource management professionals who can give practical advice on all aspects of employment and employment law.

What we do:

- Review and, where necessary, update or re-draft your employment contracts, handbooks, policies and procedures to ensure they remain in line with employment legislation and protect your business.
- Advise on the employment, performance and conduct of employees, helping you to manage disciplinary issues, absences and redundancies.
- Help you manage and improve employees' performance by designing and training your managers in

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appropriate review and appraisal schemes.

- Provide a unique employment disputes insurance policy, effectively protecting you against the defence and compensation costs in the event of a claim to the Employment Tribunal.

Manage your payroll whilst giving you access to expert advice on a whole range of HR and payroll topics including paternity and maternity issues; and practical advice on handling absence. Combined with our HR & Employment Law specialists you can be sure that all your payroll questions and issues will be resolved.

Tax consultancy

Our tax consultants provide a wide range of tax solutions to employers. We are happy to advise on all issues whether they be ad-hoc queries on the treatment of employment related matters or larger project or enquiry work.

Employee Remuneration Planning

Tax efficient remuneration planning is essential to any business as it can generate costs savings for the employer at the same time as an increased net package to the employees which can aid with recruitment and staff retention.

We can advise you on structuring tax efficient payments to employees and tax efficient employee benefits utilising current and best practice planning techniques.

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Employer Enquiry Support

HM Revenue & Customs are increasing the number of Compliance Visits they make. Most businesses do not realise that Employment Tax Enquiries are one of the biggest tax risks as a seemingly small error multiplied across all employees for six years can generate a "business killing" tax liability plus interest and penalties.

We can help with PAYE health checks to identify early and remedy any issues arising from employment taxes before they become a problem. We also guide our clients through all aspects of HM Revenue & Customs Employer Compliance reviews.

About Kingston Smith's Employer Services team

Our Employer Services team comprises tax specialists, HR consultants and independent financial advisers. Tim Stovold, Partner, Kingston Smith LLP, Heather Matheson, Managing Director, HR Insight and Chris Bruce, Managing Director, Blacktower Financial Advisers.

To find out more about Kingston Smith's employer services offering please visit: www.kingston-smith.co.uk/Services/Employer_services

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