HR Services for the Health Sector

Creating insight-driven solutions tailored to the Health sector
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Cantium Business Solutions is experienced in partnering with both public and private sector organisations with a well-established background in Local Government and Health, to provide payroll and HR solutions to ensure organisations run smoothly and efficiently. Our specific knowledge in the Health Sector allows us to develop tailored solutions to overcome challenges.

We can support with your back-office processes including providing a payroll service you can rely on, HR administration and advisory services as well as an online solution to your DBS checks.

With these essential services deliverable in ways to suit you, Cantium supports you to help front line staff, so you can continue to focus on patient care.

Our public sector heritage means that we understand the problems that you face and recognise the need for solutions that are simple, cost effective and insight-led.

We can work with you to help drive improvements, create efficiencies and find savings to transform your organisation for the better.

A number of our services can be purchased via the Crown Commercial Service’s G-Cloud 11 framework, the digital marketplace for the U.K. Public Sector. The framework makes it simpler and faster for those in the public sector to find the cloud-based services and support they need by easing procurement.

Our experience and knowledge is reflected in the quality of services we provide. Whatever you need, we can create a tailored package that works for you.
Payroll Service

Cantium Business Solutions is experienced in partnering with both public and private sector organisations to provide payroll solutions ensuring your organisation runs smoothly and efficiently.

Managing payroll for Health providers requires an understanding of certain sector-specific issues, with the highest proportion of shift and contract workers being in this sector. At Cantium, we understand the staffing complexities of payroll in this sector and are able to meet your payroll needs.

Our payroll experts produce over 75,000 payslips a month and are experienced in the mandated NHS payroll system, ESR which is used by 99% of NHS trusts.

The team’s expert knowledge is supported by professional qualifications in both payroll and HR management and many of our staff are members of the Chartered Institute of Personnel & Development (CIPD) and the Chartered Institute of Payroll Professionals (CIPP) which drives the ambition of HR and payroll excellence. This is endorsed by our CIPP accreditation for Payroll Assurance.

Our Service Includes:

• Dedicated help desk
• Account management
• Administration of Auto Enrolment responsibilities
• Sickness absence input and reporting
• Payroll reporting
• Processing of family leave and other leave provisions
• Application of Pension, Tax, NI and other statutory/non-statutory deductions
• Processing of annual pay awards
• Payments to various pension administrators
• Submission of relevant information required by your pension provider i.e. starters, leavers and changes.
• Payment of claims and expenses
• Managing overpayments
• Voluntary deductions to 3rd party providers i.e. unions, Simplyhealth
• Application of the statutory budget changes
• P45, P60, P9/P6 notifications
• Submission of relevant information required by your pension provider i.e. starters, leavers and changes.
• End of year contributions return for relevant pension providers
• Ad hoc and advance payments
• Support with the delivery of both Employee Self-Service (ESS) and Manager Self-Service (MSS) in your organisation, as required.
• Self-service access for online payslips (where available)
• Processing of leaver information required by your pension provider

HR Administration

Responsible for supporting the employee’s HR lifecycle, from appointment to leaving employment, including the issuing of the contract of employment, processing contractual changes as well as offering advice and support to staff on terms and conditions of employment.

Our Service Includes:

• Maintaining HR records for the lifecycle of your employees, to include, new appointments, variation to contracts and terminations
• Issuing employment contracts for new appointments
• Issuing variation to contract letters
• Personal changes
• Structural changes (HR related data)
• Responding to pension, loan and mortgage enquiries
• Guidance on relevant Terms and Conditions of employment
• Support the annual pay award process
Recruitment
Supporting you through the recruitment process to ensure you hire the best people for your organisation who will grow their career with you.

Cantium Business Solutions has the expertise and knowledge to partner with you to enhance your recruitment process. Whether you require ongoing support using your current recruitment/HR systems (e.g. ESR, NHS Jobs, TRAC), or you are interested in our expert staff managing the process, we are proud to offer a service tailored to your organisational needs.

Our complete, professional service includes progression of your vacancy through advertisement to appointment. Our experienced, multi-skilled team are on hand with guidance and advice to ensure you have the tools and confidence to make the right decisions.

Our Service Includes:
• Reviewing the content of your advert and work with you to develop and produce effective wording to capture the attention of job seekers
• Providing advice on external media advertising ensuring timely posting of online and print media postings
• Providing access to review applications and CVs for shortlisting
• Managing your invites to interview to enable your candidates to select a time slot at their convenience
• Ensuring processes are compliant
• Ensuring all pre-employment tasks are completed as required
• Issuing offers of employment

Advice and Guidance
Professional, informed advice and guidance is available throughout the process from our dedicated help desk assistants.

Immigration and sponsorship
We can provide advice on the recruitment of shortage occupations and other roles in specific circumstances from outside the EEA.

DBS Checks
Our customised e-bulk solution enables you to enjoy a fast application, ID and submission process. It has been designed to save you time, money and maximise the number of checks you process a year.

Our Service Includes:
• Setting up checks for new starters and volunteers
• Notification to managers when a disclosure is cleared
• Advising when disclosures contain information and on the risk assessment process
• Recording of disclosure details
• Advising on the renewal of disclosures
• Automated reminder emails for applicants and ID verifiers
• Up to date knowledge of regulations and legislation affecting DBS checks
• Setting up and providing guidance to ID verifiers
• Advising on certificates of good conduct

Benefits:
• Fully hosted, maintained and compliant
• Unlimited DBS and basic checks
• Accessible 24/7
• Automated chase and results emails
• Integrated external ID validation tool
Our friendly and approachable team of HR Consultants work closely with managers and senior leaders to understand your organisation’s culture and objectives and identify the appropriate people management solutions.

Our HR Advisory services can be provided on an ‘on-demand’ basis, meaning we can provide additional resources at times of increased workload.

With our guidance and advice, we support organisations to make the right HR decisions by helping them to consider the options available to them and discuss any associated risks.

Our Service Includes:

- **HR Casework** – supporting managers with a range of often complex and difficult employment relations issues including discipline and conduct, absence and ill health, performance and capability and staff grievances.

- **Change Management** – providing sensitive and comprehensive guidance to managers with a range of redundancy, restructure, TUPE and organisational change initiatives.

- **Management Investigations** – undertaking thorough, robust and impartial disciplinary, grievance and management investigations on behalf of our customers.

- **Mediation** – dispute resolution involving one of our qualified mediators resolving workplace disputes for individuals or groups that are in conflict.

- **Assessment Centres** – complete end to end guidance from helping you define your requirements and advising on pay/grading through to practical support with recruitment activities including undertaking assessment centres and psychometric testing.

- **Counselling** – a personal and confidential counselling referral service through a network of counsellors who have the knowledge and problem solving skills to deal with specific issues and traumas.

Our investigators are suitably qualified, professionally experienced, and are knowledgeable in legislation, policies and procedures. They understand the requirements relating to the gathering of information through interviews and the responsibilities relating to disclosure. We can help you easily manage your investigations and prepare reports in a secure and reliable environment. A management investigation, undertaken by us, will ensure that your business can openly demonstrate that the investigation is free from bias and meets the requirements of natural justice.

Mediation can be a highly effective way of preventing and resolving workplace disputes. With the help of a trained mediator, those involved can often find shared solutions which are realistic and sustainable, without invoking more costly and time-consuming formal processes such as disciplinary, capability and/or grievance procedures. Most workplace disputes have at their core communication shortfalls and perceptual differences, a trained mediator facilitates a movement away from these positions towards a greater awareness of common interests and needs, and a commitment to a changed and more positive way of working together in the future.
Occupational Health and Employee Assistance Scheme

Improving the health and wellbeing of employees reduces sickness absence, improves loyalty, increases productivity and ultimately lowers costs. Looking after your employees' health and wellbeing need not cost the earth. In fact, the provision of occupational health will have a measurable positive impact to any company's bottom line by reducing sickness absence, improving productivity and providing health related services that benefit an employee's overall wellbeing.

We provide expert professional advice to managers and HR on issues that could affect individuals' health and wellbeing at work. We deliver innovative, cost-effective, evidence-based solutions that really make a difference and will support your compliance with legislation.

Occupational Health
Our Service Includes:

- Employment assessments
- Health Referrals – same day reporting
- Early retirement due to ill health
- Continuous health check
- Vaccinations
- Risk assessments

Employee Assistance Scheme

With ever increasing pressure at work and at home, there are bound to be occasions when it seems difficult to balance the demands of everyday life. Problems arise, often unexpectedly, in the lives of the most well-organised people. When your employees are distracted by challenging personal issues, it can be difficult for them to focus at work - and vice versa. However, they may not always wish to, nor may it be practical, to confide in someone at work. By offering confidential and independent Employee Support to your employees, they can find the information and support they need to help them gain a better work-life balance and ensure that their contribution in the workplace is not compromised.

Our Service Includes:

- Short-term, face-to-face or structured counselling for individuals/groups
- In-house expertise including accredited counsellors, careers advisers, mediators & coaches
- Practical and emotional support on a wide range of work, personal and family issues
- Workplace mediation
- Trauma Support

Mental Health First Aid Training

Our training is here to support you to manage health and wellbeing proactively, minimise the impact of mental ill health on your business and your employees, and promote and maintain healthy workplaces.

We'll work alongside you to deliver training designed to educate employees to recognise the signs that someone may need support with their mental health and offer help on a first aid basis.

Having a trained Mental Health First Aider in your workplace can start productive conversations about mental health, promote greater understanding of the factors that can affect wellbeing, and play a significant part in ending stigma and discrimination around mental health in the workplace.

Upon completion of the two-day course, employees will become certified as a Mental Health First Aider.

Professional Services

Our Professional Services have been built on a wealth of expertise gained over many years working in the public and private sectors. We successfully provide and manage consultancy services for customers – including the development and execution of transformation projects, from business case through to benefits realisation.

We help you align business and technology goals to ensure your project is successful from beginning to end through our agnostic and transformative consulting services.

Training

Whether it’s working one-to-one, with smaller groups or the whole staff body, through face to face training, webinars, our personal development tools or bespoke work; we get to know you and your organisation to create solutions that develop the skills and capabilities needed for personal and organisational success.