



ASP HR Services

At a Glance

We free-up...

your time to focus on the areas of HR that matter most

We deliver...

all the cost-benefits of a shared service solution

We boast...

a track record in successfully delivering HR services to organisations nationwide

We manage...

the recruitment process so you don't have to

We provide...

a payroll service that is right for you

We support...

all your training needs

We ensure...

you meet all your workforce reporting requirements

We manage...

all the day-to-day operational HR issues

We understand, as HR professionals, it is important that your energies are focused on the specialist and strategic areas of your business.

That is why **ASP HR Services** offer a comprehensive transactional HR package that brings together the basic HR functions in a single, joined-up service, freeing you up to concentrate on the areas that matter most.

Our service is based on the the Ulrich Model and focuses primarily on five complimentary areas of transactional HR:

Ulrich Model

Transactional HR

- Recruitment Services
- Payroll & Pension Services
- Training Administration
- Workforce Information
- Operational Human Resources

Specialist HR

Strategic HR

Benefits

- **Focus your efforts** on developing specialist HR expertise and the strategic direction of your organisation, hassle free.
- Our ability to provide a single, joined-up transactional HR service ensures you receive all the **cost-benefits** of a shared service solution.
- You will have the **confidence** that comes with knowing that your transactional HR is being managed by an organisation with a successful track record in delivering HR services.

Recruitment Services

ASP's Recruitment team manages the recruitment process so you don't have to – leaving you free to focus your efforts on choosing the right person for the job.

Payroll and Pension Services

Our experience in providing effective payroll and pension services across a diverse range of customers, with a wide variety of employment terms and conditions, ensures we have the necessary skills and experience to deliver a service that is right for you.



Training Administration

ASP Training Administration provide a range of services to support you when delivering training to your staff. From booking delegates to printing information packs, our team will ensure your focus remains on delivering the course.

Workforce Information



ASP's Workforce Information team deliver a high quality workforce information analysis service so that you can meet all your national, regional and local reporting requirements.

Operational Human Resources

ASP's Operational HR team are skilled in dealing with the day-to-day issues in support of your managers. Our service covers all the main areas of Operational HR, from managing absence and coordinating disciplinary proceedings to understanding how to get the most from your employees through performance management.

About ASP

Freeing up funds and resources for healthcare professionals on the front-line is what we do. Anglia Support Partnership is a business arm of the NHS and is hosted by the Cambridgeshire and Peterborough NHS Foundation Trust.

We are the NHS support services provider of choice for a number of NHS organisations in the east of England and we are extending our reach both geographically and to non-NHS organisations around the UK.

We offer a broad range of services giving clients and prospective customers the advantage of a single provider for all their requirements. Doing business with ASP means that we will provide you with seamless solutions and problem solving as our teams work together to improve your business efficiency.

Services provided include:

- Procurement
- Payroll
- Recruitment services
- Primary care
- Sterile services
- Property management
- Estate maintenance
- Occupational health
- Risk services
- Workforce information

