

# NOTE TAKING

## COMPLIANT WITH LEGISLATIVE REQUIREMENTS

Responding to the needs of clients, LYNC HR offers this service from a fully qualified CIPD professional Personal Assistant.

The service includes:

- Notes of meetings taken in shorthand
- Typed up presentation
- Specific Template Form – e.g. Investigation note form
- Legislative compliance with Employment Law
- On site presence
- Witness to legal proceedings
- Logged hours of work

Areas of assistance:

- Disciplinary & Grievance Hearings
- Appeal meetings
- Redundancy & Consultation meetings
- Investigatory meetings
- Sickness absence & return to work discussions
- All other formal legal meetings
  
- Minutes of meetings
- Secretarial assistance

This service is based on an hourly rate plus vat