

[ubiquus]

Professional Minutes for HR Meetings



[Capturing the Content of HR Meetings

For Human Resources and Employee Relations meeting documentation, Ubiquus recommends one of two coverage levels.



Verbatim

A transcript capturing everything that is said, as said, based on an audio recording - ensuring the content cannot be contested.



Summary

A summarised report of the meeting capturing all the key points from the discussion, which can be produced without a recording.

To ensure coverage across the UK and accommodate last minute requests, Ubiquus provides flexible alternatives regarding attendance:



**ONSITE
ATTENDANCE**



**REMOTE
DIAL-IN**



**TRANSCRIBING
AUDIO FILE**

ACCURACY

> Professional writers

At Ubiquus, accuracy of content is paramount, as it is for you. Ubiquus writers are qualified professionals with extensive experience in capturing HR related content.

IMPARTIALITY

> Unbiased and independent

Using an independent note taker such as Ubiquus reduces the risk of documents being challenged on the grounds of bias or inaccuracy.

SPEED

> 24/48 hour service

Recognising the time sensitivity of HR procedures, Ubiquus offers flexible turnaround times: same day delivery as well as 24 or 48 hour turnaround.



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For more information contact:

[ubiquus]

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Types of meetings we can assist you with

Ubiquus assists HR departments of all sizes by providing minute taking services for internal HR procedures, such as:

- ✓ Investigation Meetings
- ✓ Grievance, Disciplinary and Misconduct Meetings
- ✓ TUPE Consultation Meetings
- ✓ Performance Management Meetings
- ✓ Hearings and Appeals



Key benefits of working with Ubiquus

› A clear, consistent and impartial document

Our writers are highly skilled and trained to produce objective and faithful, accurate meeting records.

› Increased engagement from all meeting participants

Removing the need for HR personnel to take notes means they can focus on the purpose of the meeting and fully engage with the interviewee.

› Evidence of the process being followed

Where cases escalate externally, Ubiquus' record shows that the organisation has handled the case responsibly and objectively.

CONFIDENTIALITY

› One of our core values

Ubiquus understands the requirement for confidentiality, which is why we sign non-disclosure agreements.

SECURITY

› Secure https server

Ubiquus stores all material on a secure server, access to which is tightly controlled and monitored.

QUALITY

› Certification

All Ubiquus processes and management structures are certified by our ISO 9001:2008.

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