

Our HR Consultancy Packages

All our packages are designed to help you save time, reduce legal risks, or improve employee engagement and satisfaction. Your team will be satisfied you've made this investment and you will have real-time access to HR information, which can speed up decision making and reduce any frustrations.

Support & Advice

1. Instant HR Assist

(Great for one-off HR issues or flexible expert advice. Simply book a call, and we'll provide the guidance you need, when you need it)

- Flexible and Accessible: Get expert support as and when required.
- Transparent Pricing: £120 per hour, with discounts available for registered charities.

2. Support Hours Bundle

(For ongoing support, it offers not only a discounted rate but also added benefits. You'll have access to manager training, along with a collection of essential HR documents and templates. These hours can be used at any time over 9 months).

- 10 Hours: £1,160
- 20 Hours: £2,280

3. HR OnCall Retainer

(Starting at £250 per month and great for micro businesses, this package is perfect if you have your HR basics covered and need continuous reliable, on-demand expert advice on an on-going basis for your peace of mind)

- HR Compliance Audit
- Advice & guidance (fair usage policy applies)
- Template HR letters, contracts, and policies
- Legal updates and webinars
- 5% discount on additional services



4. Outsourced HR Partner

(We act as your outsourced HR team, providing comprehensive support for a fraction of the cost. This package is perfect for companies undergoing rapid growth or facing frequent HR challenges. You can choose the best tier that fits your business size and needs).

I. Smaller Businesses with up to 25 Employees - From £450 per month

- New starters/leavers management (up to 5 employees/month)
- Contractual and pay changes (up to 4 adjustments/month)
- Leave arrangements
- Annual employee survey
- Full access to our template library
- Breathe HR system management for up to 25 employees
- 10% discount on additional services

II. Growing HR Partner - From £750 per month

(Suitable for businesses with 26-100 employees or those experiencing rapid growth)

- New starters/leavers management (up to 15 employees/month)
- Contractual and pay changes (up to 10 adjustments/month)
- Leave arrangements
- Annual employee survey
- Full access to our template library
- Breathe HR or Bamboo HR system management for up to 100 employees
- Monthly HR strategy meetings to align HR initiatives with business goals
- 15% discount on additional services

III. Comprehensive HR Partner - From £1,200 per month

(Ideal for larger businesses (100+ employees) or those needing extensive HR support).

- Unlimited new starters/leavers management and full employee life cycle
- Unlimited contractual and pay changes
- Leave arrangements
- Annual employee survey with detailed analytics and recommendations
- Full access to our template library
- Breathe HR or Bamboo HR system management with advanced customisation
- Monthly HR strategy meetings
- Quarterly on-site visits for hands-on HR support and training sessions
- 20% discount on additional services



HR Documentation

1. *HR Foundations Kit - £1,000*

This package is tailored for businesses hiring their first employees or formalising their HR policies. It includes bespoke creation of:

- Disciplinary, Grievance, and Health & Safety policies
- Template offer of employment letter
- New Employee personal details information
- Privacy Notice and Data protection policy
- Up to 2 bespoke contract templates
- 4 hours of consultancy to develop documents

2. *Complete HR Solutions Kit*

I. Standard HR Foundation - From £2,000

(Best for small businesses that need a comprehensive HR foundation)

- Up to 5 employment contract templates
- Offer letter and new starter checklist
- Reference request process and privacy notice
- 14-day trial of Breathe HR software
- Employee handbook with up to 14 key HR policies
- 5 hours of consultancy to develop documents over three months

II. Advanced HR Foundation - From £3,500

(Designed for businesses with more complex HR needs or larger teams)

- Up to 5 employment contract templates and Directors Agreements
- Offer letter, new starter checklist, and advanced onboarding plan
- Comprehensive employee handbook with up to 25 HR policies
- Breathe HR software with full implementation support
- 8 hours of consultancy support, including one customised training session for managers
- Legal audit and compliance check for existing HR policies.



III. Premium HR Solution - From £5,000

(A full-service package for businesses looking for a comprehensive HR overhaul and ongoing support)

- Up to 7 bespoke employment contract and commercial agreement templates tailored to different roles
- Offer letter, new starter checklist, and advanced onboarding program
- Customisable employee handbook with up to 30 HR policies and guides, reflecting your company's culture and legal requirements
- Breathe HR or Bamboo HR software with complete setup and employee training
- 12 hours of consultancy support, including bi-monthly strategy sessions
- Legal compliance audit, including GDPR and health & safety compliance checks
- Ongoing updates to policies and contracts as laws and regulations change

HR Project Support

We specialise in managing HR projects of all sizes, with expertise in areas like redundancies, disciplinary actions, grievances, and organisational transformation. Our innovative approach ensures effective, tailored solutions for your business.

- **Expert Project Management:** From consultation to implementation, we handle HR projects with creativity and precision.
- **Tailored Solutions:** Get in touch to see how we can support your specific HR needs.

Getting Started

If you are happy with our approach, please contact us and we will set up a briefing session with you.

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