

Schedule of Fees 2010

Whichever package you choose you will work with one fully qualified HR practitioner throughout the agreed contract period, and if at any stage you decide you need to recruit an in-house specialist your HR practitioner will help you recruit the best possible candidate by drawing up the job description, person specification, advertisement and interviewing with you to source the best person for the job!

Basic Level 1

Ideal for organisations with less than 20 staff

For £99 a month

- A dedicated and fully qualified HR specialist available to you throughout the working week
- Email support for day to day matters; employee relations queries, requests for template letters relating to issues such as attendance and maternity leave, employment law queries etc...
- A set of the core employee documents to ensure minimum legal compliance (adapted for your organisation);
 - A template contract of employment
 - Discipline and Grievance Policy
 - Redundancy and Reorganisation Policy
 - Sickness Policy
- An HR Audit report summarising recommendations for further action

Intermediate Level 2

Ideal for slightly larger or growing companies with fewer than 40 staff

For £249 a month

- A dedicated and fully qualified HR specialist available to you throughout the working week
- Email support for day to day matters; employee relations queries, requests for template letters relating to issues such as attendance and maternity leave, employment law queries etc...
- A set of the core employee documents to ensure legal compliance (adapted for your organisation);
 - A template contract of employment
 - Discipline and Grievance Policy
 - Redundancy and Reorganisation Policy
 - Sickness Policy
 - Working Time Regulations Policy
 - Maternity, Paternity and Adoption Leave Policy
 - Data Protection Policy
 - Use of Internet/Email Policy
- An HR Audit

In addition; a half day on site visit per month to be used as an opportunity to provide advice to senior managers, or can be exchanged for 4 in-house learning and development seminars (such as 'Supervisory Skills', 'Employment Law for Managers', 'Managing Performance' and more....)

Contact us now at enquiries@thehrbusiness.co.uk or telephone **0845 094 3994**

Intermediate Level 3

Ideal for organisation with over 40 staff where some on site presence is required to support senior staff and coordinate HR activity such as recruitment, and employee relations advice.

For £449 per month

- A dedicated and fully qualified HR specialist available to you throughout the working week
- A full HR audit
- Email support for day to day matters; employee relations queries, requests for template letters relating to issues such as attendance and maternity leave, employment law queries etc...
- A set of the core employee documents to ensure legal compliance (adapted for your organisation);
 - A template contract of employment
 - Discipline and Grievance Policy
 - Redundancy and Reorganisation Policy
 - Sickness Policy
 - Working Time Regulations Policy
 - Maternity, Paternity and Adoption Leave Policy
 - Data Protection Policy
 - Use of Internet/Email Policy
 - Harassment and Bullying Policy
 - Diversity Policy
- In addition; An on site visit twice a month to be used by the organisation as you require e.g. to carry out recruitment activity, lead training seminars, support line managers in handling performance matters etc...

Highest Level 4

Ideal for organisations with 40 to 100 staff or those undergoing rapid growth and/or change. You still do not need a full time HR department but are in need of regular HR support.

For £929 per month

- A dedicated and fully qualified HR specialist available to you throughout the working week
- A full HR audit
- Email support for day to day matters; employee relations queries, requests for template letters relating to issues such as attendance and maternity leave, employment law queries etc...
- A set of the core employee documents to ensure legal compliance (adapted for your organisation);
 - A template contract of employment
 - Discipline and Grievance Policy
 - Redundancy and Reorganisation Policy
 - Sickness Policy
 - Working Time Regulations Policy
 - Maternity, Paternity and Adoption Leave Policy
 - Data Protection Policy
 - Use of Internet/Email Policy
 - Harassment and Bullying Policy
 - Diversity Policy
- In addition ;full management of all recruitment activity and
- Once a week half day on site presence in order to manage HR activities, co ordinate recruitment, provide employee relations and legal advice, implement HR policy and best practice and provide training for staff when needed.

(All prices quoted are exclusive of VAT)

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