

Entrepreneurial Business HR support.	Established Business HR department.	Exceptional Business HR partnership.
<p>Typically aimed at Entrepreneurial businesses in the early years, who need HR support from trusted advisors, contracts and a time saving system to help them manage their people.</p>	<p>Established businesses who have more than 5 staff, recognise that they need an HR department chose this package and we support them to manage their people but at the fraction of the cost of in house HR.</p>	<p>Exceptional business who are growing need to ensure that everyone in the business is working to achieve business objectives, performing at their best and need strong professional leadership choose this “hands on” partnership package led by our MD to manage and develop their people.</p>
<ol style="list-style-type: none"> 1. We provide telephone Support for all your HR related queries by our highly qualified and experienced team, not a call centre operative. 2. Development and issue of new employment contracts for all staff, 3. We provide you with BreatheHR, a GDPR compliant, cloud -based HR system to reduce and streamline your HR admin and access for your staff via a self service portal which works on all devises, including all licenses, fully implemented and supported by People Matters HR, which includes: <ol style="list-style-type: none"> a. Application and recording of holidays. b. Recording and reporting of sickness. c. Recording, reporting and reminders for performance appraisal. d. Management system to record 	<ol style="list-style-type: none"> 1. We provide telephone Support for all your HR related queries by our highly qualified and experienced team, not a call centre operative. 2. Development and issue of new employment contracts for all staff 3. Creation and Implementation of a new company staff handbook 4. Development of a bespoke, current and best practice suite of HR policies. 5. Induction packages to new help new staff understand and feel part of your business. 6. We will write Job descriptions and person specification for all roles within your business to help with responsibility and accountability. 7. We write all your employment-related letters written for you ourselves, not templates for you to complete. 8. We provide you with BreatheHR, a GDPR 	<ol style="list-style-type: none"> 1. We provide telephone Support for all your HR related queries by our highly qualified and experienced team, not a call centre operative. 2. Development and issue of new employment contracts for all staff 3. Creation and Implementation of a new company staff handbook 4. Development of a bespoke, current and best practice suite of HR policies. 5. Induction packages to new help new staff understand and feel part of your business. 6. We will write Job descriptions and person specification for all roles within your business to help with responsibility and accountability. 7. We write all your employment-related letters written for you ourselves, not templates for you to complete. 8. On site work to support the Business for

<p>and remind people of training.</p> <ul style="list-style-type: none"> e. Recording of disciplinary and grievance processes. f. Confidential secure storage to manage all HR records <p>4. Optional insurance backing against tribunal by AXA.</p> <p>5. One year contract.</p>	<p>compliant, cloud -based HR system to reduce and streamline your HR admin and access for your staff via a self service portal which works on all devises, including all licenses, fully implemented and supported by People Matters HR, which includes:</p> <ul style="list-style-type: none"> a. Application and recording of holidays. b. Recording and reporting of sickness. c. Recording, reporting and reminders for performance appraisal. d. Management system to record and remind people of training. e. Recording of disciplinary and grievance processes. f. Confidential secure storage to manage all HR records <p>9. Optional insurance backing against tribunal by AXA.</p> <p>10. Option to add in “on site hours”</p> <p>11. One year contract.</p>	<p>typically 2 to 4 hours per month, which would include undertaking: sickness absence reviews, performance management, investigations, capability, disciplinary, grievance or appeals.</p> <p>9. Monthly leadership and HR management training for all existing and new leaders and those managing staff.</p> <p>10. We undertake Organisational Development work with you to help to build a strong, focused and high performing organisation.</p> <p>11. Settlement Agreements written for staff exiting the business which reduces solicitors cost.</p> <p>12. We provide you with BreatheHR, a GDPR compliant, cloud -based HR system to reduce and streamline your HR admin and access for your staff via a self service portal which works on all devises, including all licenses, fully implemented and supported by People Matters HR, which includes:</p> <ul style="list-style-type: none"> a. Application and recording of holidays. b. Recording and reporting of sickness. c. Recording, reporting and reminders for performance appraisal. d. Management system to record and remind people of training.
---	---	---

		<ul style="list-style-type: none">e. Recording of disciplinary and grievance processes.f. Confidential secure storage to manage all HR records <p>13. Inclusive insurance policy against losses at tribunal by provided by AXA.</p> <p>14. Two year contract.</p>
--	--	--