**Proposal for provision of HR Services to**

**The Kenilworth Centre**

Proposal compiled by: Angela Roberts

***Angela Roberts – The HR Consultancy***

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**Objectives**

To work with the Centre to ensure contract of employment documentation is up to date and build a solid foundation of HR policies, processes and procedures ensuring these are up to date, legally compliant and meet the needs of the business going forward.

To provide ongoing professional practical HR advice and guidance and work on specified projects as and when required.

**About Us**

**Angela Roberts** is an experienced HR practitioner having worked at strategic levels within both the public and private sectors and is a Chartered Fellow of the CIPD and has an MBA.

**Kirsty Bradley** is an experienced HR Manager, Associate member of the CIPD qualified to level 7.

**Hannah McCawley** is an experienced HR Adviser, BSc Hons in Management Sciences and Associate member of CIPD, currently studying for her level 7 qualification.

**Laura Hill** is a HR Assistant who graduated from Aston University in 2022 with a degree in BSc Psychology and is an Associate Member of CIPD, currently studying for her level 3 qualification.

**Emily Perrin** is a Sociology graduate of The University of Nottingham, who will be working towards her CIPD Level 3 Qualification.

Continuous professional development is important to our success, and we strive to ensure we are up to date and well informed at all times.

As a team of HR professionals, we pride ourselves on our integrity and commitment to confidentiality.

Work closely with the Managing Director to ensure we understand exactly what is required and that all support, advice, and documentation is tailored to meet those specific needs and designed to enhance the business.

We are supported by our Finance and Admin Team of three other staff members who deal with finance, and general administration.

**Our Approach**

* We get to know the organisations we work with, to understand not only who they are and what they do but their culture and values – this way we can ensure we tailor everything we do to meet the needs and objectives of the business and become an integral part of the business.
* We work closely with the organisation to ensure a comprehensive suite of HR policies and procedures is in place and provide HR advice and practical solutions which meet the current and future needs of the business.
* We ensure any advice given, or work carried out, is done from the basis of a clear understanding of the issue, current practice, organisation history and plans for the future and is designed to respond to the commercial environment in which they operate.
* We operate in a professional way at all times, responding to feedback and making changes to service requirements and delivery as required.
* We work to strict service level agreements and put our customers are the heart of what we do.

**Activity to be undertaken by The HR Consultancy**

The list of proposed activities has been outlined following an initial discussion and provides a brief description of each activity to enable the Company to determine the full requirements and prioritise these to meet the needs of the Company. These are outlined in items 1 to 4 below.

1. Review and update the current contract of employment template
2. Advise on process to update individual contracts and bring into line
3. Provide the Breathe HR System and support with Breathe HR Implementation
4. Provide ongoing professional HR support as and when required.

**Timescales**

A detailed plan of activity with appropriate timescales will be discussed, drawn up and agreed on acceptance of the proposal.

**Fee Structure**

Our fee structure has been developed over the last ten years to provide clarity upfront and with no hidden costs or additional unexpected charges. We work on the basis that when carrying out the initial work we build a relationship of trust and understanding which leads to us being the ‘go to’ support for all future HR and if required recruitment needs.

We aim to deliver value for money in as transparent a way as possible and have therefore packaged some activities based on our experience.

**Proposed HR Services**

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| **Activity**  | **Cost** |
| 1 | Review of terms and conditions of employment and update contract of employment template and associated documentation.  | £125 |
| 2 | Provide an analysis of current individual contracts and advise on next steps in terms of consultation (where appropriate) and updating with individuals. | Up to two hours @ £85 per hour |
| 3 | Supply and support with implementation and managing the updating of a cloud-based HR system which will enable holiday booking and recording, sickness management, company announcements, document uploads, visibility to company organisation chart etc. (Overview of functionality attached in Appendix 1) Implementation includes scanning and uploading of documents, provision of training and roll out to individuals. | Set up cost – one off payment of £100 Up to 10 staff – currently £140 pa |
| 4 | Provide professional HR support on **complex employee relations** issues as and when required, to include disciplinary, capability, ill health, change management. Providing practical independent advice and guidance including briefing notes, scripts, letters, and adapted templates. Providing support and attending meetings, note taking as required. | £85 per hour or part thereof, charged in 15 minute blocks |

All fees are subject to VAT. Prices include supply of documentation, policies, checklists and templates written or provided by the HR Consultancy.Cost of travel is charged at standard HMRC rates after the first 30 miles each way or second class rail over and above £30. Travel time is not chargeable.

Itemised invoices are submitted at the end of each month with 21-day payment terms. Records are kept of all activity and provided to clients on a monthly basis.

This Proposal is provided on the basis that any acceptance of the Proposal will also be implied acceptance of the Consulting Agreement Terms and Conditions attached, which will together form a contract between the parties. Acceptance can be in writing, by electronic means or may be implied from the conduct of both parties.