# Packages

Silver Ideal for those businesses who have a specific legal HR question to ask	Gold Essential HR foundations for growing businesses or for those who need that extra piece of mind	Platinum The complete solution. For when your business is that little bit more complicated. Starting at:
£105.00,Month	£ 140.00,Month	£260.00,Month
• Helpline (Mon-Fri, 8am-6pm)	• Helpline (Mon-Fri, 8am-6pm)	• Helpline (Mon-Fri, 8am-6pm)
• Employment contracts	• Employment contracts	<ul> <li>Employment contracts</li> </ul>
• Discipline & grievance policy	<ul> <li>Discipline &amp; grievance policy</li> </ul>	Discipline & grievance policy
• HR administration pack	<ul> <li>HR administration pack</li> </ul>	• HR administration pack
Job descriptions	<ul> <li>Job descriptions</li> </ul>	<ul> <li>Job descriptions</li> </ul>
<ul> <li>Insurance against tribunal costs and awards</li> </ul>	<ul> <li>Insurance against tribunal costs and awards</li> </ul>	<ul> <li>Insurance against Employment Tribunal (ET) costs and awards</li> </ul>
• HR documentation	• HR documentation	• HR documentation
• Onsite work	• Onsite work	• Onsite work - (up to 3 hours)

Contact us now to discuss the right solution for your business.

The cost of our packages varies based on the number of employees and annual turnover of your business - Terms & Conditions apply.

The prices quoted in the table above are for businesses with fewer than 10 employees and an annual turnover below \$500,000. meeting specific Terms & Conditions for ET Insurance.

## Pay-As-You-Go Service

We also offer a pay-as-you-go (PAYG) service for businesses who aren't sure or aren't ready for our full offering just yet. We can help you get your documents up-to-date and even give you access to our telephone support lines at an agreed ad hoc rate.

Employment Tribunal Insurance is available at an additional cost if required. If this is something that would interest you, please contact us for more information.

Telephone: 01438 310062 Email: info@consensushr.com Web: www.consensushr.com Consensus HR, BTC, Bessemer Drive Stevenage, Herts, SG1 2DX



"We found the team at Consensus HR extremely helpful guiding me through a period of massive change for my business. They have helped me through all the processes and ensured that I kept within the legislation. They have been very patient and explained the step by step processes needed for my employees and are always on the end of a phone, e-mail or will pop in for a chat to see how we are getting on. Highly recommended!"

Julie Goodwin Owner, Natural Health

"I am writing in regard to the Recruitment and Selection seminar Consensus HR held which I attended. As a small business, selecting the right people to join our team and help our business grow is vital. Sadly, we have not always been very good at this selection process. Attending your seminar clearly showed me that we have, up until now, woefully under prepared for the process of selecting new staff, assuming that our knowledge of what we do is enough to make the right selection! Your in-depth analysis of the correct process and step by step approach was incredibly insightful and I would recommend this course to anyone who has employees or who is thinking of employing. Throughout the seminar, you demonstrated your considerable expertise in the HR field and I would have no hesitation in recommending your services to any business that employs staff, no matter how large or small. I look forward to the next round of courses you run, as I will be first in line to get booked! Many thanks again."

#### Mick Baird The Sacred Space Company

"I would like to say a big thank you as in the world of HR, you need somebody who knows their stuff, can communicate well and can get the job done, rather than another 'corporate drone'. Consensus lives in the real world and knows how to get results - especially for the owners of smaller businesses and professional practices. As a small business, we never thought we would need any help with our HR, but we found ourselves facing a formal grievance from a longstanding employee transferred to us under TUPE. Consensus immediately steadied the ship, and made sure that we followed procedures to avoid any breaches of the ACAS code. Their friendly but professional approach provided us with some much needed reassurance at what was a distressing time. We would have no hesitation in recommending Consensus HR. More recently, Consensus helped us manage and subsequently win an Employment Tribunal that we were involved with. I would like to say again a big thanks to the Consensus HR team who helped us follow the ACAS Code of Practice. Consensus certainly know what they do!"

Peter Plencner PP Contractor Services Ltd "We approached the Consensus HR team to create an Agreement which would set out how we work with our associates. Consensus HR offered a very knowledgeable and friendly service, answering our questions fully and promptly. The Agreement they created was exactly what we needed. They have given us peace of mind that our company and our associates know exactly how we are working together both now and in the future. I thoroughly recommend the services of Consensus HR."

## Dawn Wills Decisions Marketing

"Due to our rapidly expanding team we were facing many new challenges in the process of recruitment and compliance with various laws. We approached Consensus HR for advice and were delighted with a very friendly, professional and rapid response. Not only their advice helped clear up many issues but also provided greater insight into the recruitment, engagement and employment process. I'll highly recommend Consensus's professional services to anyone who is looking to employ team members. It has saved us many hours of work and has been beneficial in developing a smooth and strong relationship among the team members."

### Nosheen Lone Manager, TekOne Technologies Limited

"We approached Consensus HR as we were in the position of taking on our first employee with absolutely no idea of what we should do to ensure we complied with the many and various employment laws. Consensus clearly and calmly went through the different options and explained each in detail. They also explained the different steps that we needed to take to ensure everything was covered and answered all of our many questions confidently and thoroughly without making us feel in the least foolish. We now feel safe and secure in the knowledge that we are covering all bases and both Knight Property Management and our employee's are complying with all the legal aspects of employment. We would have no hesitation in recommending Consensus to anyone considering taking on staff or to anyone who is already an employer. We will continue to use Consensus HR for all HR related matters in the future and have every confidence in the Consensus team's sound knowledge of all things relating to HR."

Jan Hunter & David Porter Knight Property Management