

CONSULTANCY & PROJECT WORK

Some clients prefer to work on a 'needs must' basis. This provision is based on our daily rate and work is invoiced on a monthly basis with logged hours worked. This means there is a flexible approach for the customer at a cost arrangement that takes consideration of any financial constraints.

This approach can include specific requirements from the company including:

- **Advice line queries** via telephone and e-mail
- **Site visits** as required
- Production of bespoke Policies and Procedures
Including:
 - Data Protection
 - Harassment
 - Absence Management
 - Disciplinary & Grievance
 - Performance Development
 - Induction & Probationary Review
- Production of bespoke Contracts of Employment
- Production of a bespoke Company Staff Handbook
- Production of bespoke Job Descriptions and Person Specifications
- Production of Template Letters and Forms
- Amendments to existing policies and procedures as requested
- Mentoring HR Administration within the Company
- **Attendance at meetings**
 - Disciplinary/Grievance meetings
 - Recruitment Assessment & Interviews
 - Staff Consultation
- Production of Recruitment Tests, Exercises and Personal Behaviour Profiling
- Assistance, advice & documentation throughout re-structuring processes
- Specific projects as outlined by the client – e.g. long term sickness medical procedure; Assessment Centre organisation; Disciplinary/Grievance issues
- Individual Coaching
 - Retirement
 - Personal Development
 - Career Planning
- Production of a full Employment System or identified areas of the EMPLOYMENT & PERSONNAL SYSTEM

The service costs are based on the consultancy daily rate

The least amount of consultancy time is 15 minutes