



HR services tailored to you

Support and consultancy for your business

Eagle HR gives you support and advice with a wide range of HR matters; meaning you stay on the right side of the law and minimise the risk of employment litigation, without sacrificing the success and progress of your business.

As well as being on the end of a phone or at your side for day-to-day HR queries, the Eagle HR team can deliver complex project work, covering everything from investigations and discipline to restructures, redundancies, coaching and mediation.

Package 1 - Start Up & Small Business Service

In our experience, businesses often need a retained HR service during start up in order to ensure that they have watertight contracts of employment, up to date staff handbooks, in-depth induction programmes and rigorous recruitment procedures from the outset.

As businesses grow, it is useful to have the safety net of a retained HR service to deal with employee issues as they crop up, rather than an internal HR resource. We offer the Start Up & Small Business Service to practices with up to 10 employees.

This includes a free phone HR helpline service*, available during business hours:

- Provision of a standard employment contract (we can bespoke this to mirror your desired practice culture and needs)
- Provision of a staff handbook covering the main statutory policies which all employers should provide to all employees
- Access to advice and support in relation to all day to day HR issues from experienced HR practitioners who know you and your business

In addition, you will have access to specialist employment law advice and on-site HR Consultant support at a discounted rate. This might include activities such as:

- Induction – design and on-site support and delivery
- Training designed to build and develop effective practice teams
- Right to work checks

*Maximum limits apply

Cost: £55 + VAT per month based on the purchase of one hour per month on a minimum 12 month contract

Disbursements: All travel expenses will be charged at 45p per mile. We do not charge for travel time under two hours.

Benefits to subscribing:

- Freeing up management time
- Reducing distractions from your day job
- Reducing likelihood of claims
- Cost certainty with fixed monthly fee



Package 2 - HR Retainer Service

We will provide a dedicated, free phone HR helpline service, available during business hours which includes:

- A review of your employment contract, staff handbook and associated templates on an annual basis
- Access to advice and support in relation to all day to day HR issues from experienced HR practitioners who know you and your business personally including:
 - Recruitment and induction of staff
 - Issues relating to your staff terms and conditions of employment
 - Managing absence, whatever the reason – sickness, parental leave, annual leave, maternity, paternity and adoption leave
 - Managing performance and capability
 - Dealing with misconduct and disciplinary issues
 - Dealing with grievances
 - Redundancy
 - Managing conflict in the workplace
 - Termination of employment, including liaison with ACAS if necessary

In addition, you will have access to specialist employment law advice and on-site HR Consultant support as required at our standard hourly rate.

Cost: £325* + VAT for two hours advice

Disbursements: All travel expenses will be charged at 45p per mile. We do not charge for travel time under two hours.

*Additional hours can be purchased depending on requirements.

Package 3 – Pay-as-you-go Service

We can provide you with a full range of HR and employment law advice, guidance and support based on an hourly or day rate basis including:

- Issues relating to your staff terms and conditions of employment including implementation of revised terms as required
- Managing absence, whatever the reason – sickness, parental leave, annual leave, maternity, paternity and adoption leave
- Managing performance and capability
- Dealing with misconduct and discipline, including investigations
- Dealing with grievances, including investigations
- Redundancy
- Managing conflict in the workplace
- Representation at Employment Tribunals

Cost:

Senior HR Consultant

£190 + VAT per hour /
£1,200 + VAT per day (based
on seven hour day)

HR Consultant

£170 + VAT per hour /
£1,100 + VAT per day (based
on seven hour day)

Disbursements: All travel
expenses will be charged
at 45p per mile. We do not
charge for travel time under
two hours.



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YOUR TEAM



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