



SMALL BUSINESS HR
SUPPORT
GUIDANCE
CONFIDENCE

We work with clients on a retainer, ad hoc or fixed fee project basis. We tailor your needs to our service - not the other way around!

If you wish to discuss a particular issue with us, or you just want to feel secure and protected knowing Hill HR are by your side, just call and we can have a discussion.



Hill HR Consultancy Limited

Providing HR, employment and recruitment
support to small businesses



Get in touch with us ...

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Hill HR Consultancy Limited

Expert HR Services you can rely on to support you

ABOUT OUR SERVICES

Our ethos here at Hill HR is to guide small businesses through those time-consuming HR processes that can feel like a minefield. We pride ourselves on our values, which are to create positive relationships and to always act with honesty and integrity towards our clients; those who have entrusted Hill HR with their HR, employment or recruitment. Our team have experience of working across a variety of industries and our clients come to us from sectors including manufacturing, facility management, financial and professional services, hospitality and leisure, and care, health and beauty sectors.

WHY CHOOSE HILL HR?

If you employ staff, at some point you will have to deal with 'HR'. This may be drafting documentation, dealing with HR issues or ensuring you have the right people in the right job with the right skills. However, you did not start your business to be an HR Manager. You are an expert in what you do – so let us support you by being an expert in what we do – and love – HR.

We know that HR and employment law can be a minefield; often confusing and frustrating. We are committed to listening to what you want, to get to know your business, to provide trusted, pragmatic and commercial advice and support that will give you confidence that everything is being done correctly.

OUR MISSION AND VALUES - OUR WHY!

Our **Mission** : To inform, advise and educate small business employers so that they feel reassured about their HR, confident that things are being done correctly and can sleep at night.

Our **Values** : To provide flexible, pragmatic HR support, to always be honest and act with integrity, to commit to our clients and to be responsive and reliable, to always share our passion for a more productive and efficient workforce, including education and awareness and to be a trusted and loyal HR partner to our clients.



Pragmatic HR advice & support for small businesses

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HOW WE WORK WITH OUR CLIENTS

We believe it is important that we start off by getting to know you and your business. Every one of our clients is unique with different requirements. Once we understand your business, we can properly support and advise you.

During the first no-obligation call, we can agree how best to work together. This will dependant upon your need, your budget and the type of support you require.

We work with clients in 3 ways:

- Retainer: a fixed monthly fee for unlimited support,
- Ad-hoc: pay as you go support,
- Project work: for example, drafting contracts of employment, creating a staff handbook or HR policies and procedures. Or you may have a particular project you need help with.

At the outset of our working partnership, we like to review your HR essential documents to ensure they are legally compliant and reflect your business need. This includes your contracts of employment and your staff handbook or HR policies. These documents establish the building blocks of the employment relationship.

As we work together, we want you to feel comfortable that you can approach us to ask any question: big or small. In fact, we encourage you to ask us before a small, minor issue escalates into a major problem.

Whether you are an established employer or employing for the first time

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HOW WE ADD VALUE TO YOUR BUSINESS

By dealing with HR problems promptly; nipping things in the bud, so a small issue does not escalate into a major problem.

Supporting you if you are employing for the first time and you are not quite sure of your responsibilities.

Resolve sensitive workforce issues, giving you the peace of mind that the issues are being dealt with and you can sleep at night.

By reducing the time you spend on HR, so you can get on and run your business knowing everything is taken care of.

Provide legally compliant documentation and processes, reducing the possibility of an employee challenge.

And, importantly, we have the flexibility to provide individual, tailored advice to suit your business.

SOME OF THE WAYS HOW WE HELP OUR CLIENTS

✓ HR Advice, Support & Guidance

✓ Managing Staff Absence, including sickness and holidays

✓ Staff Redundancies, Restructuring & TUPE

✓ Managing Disciplinarys, dismissal and Grievances

✓ Medical and performance management issues

✓ Recruitment services



HR ESSENTIAL DOCUMENTATION

Embedding the correct and legally required essential HR documentation in place.

Contracts of employment, casual contracts, apprentice agreements, contractor agreement and staff handbooks



DAY TO DAY HR PROBLEMS

Supporting you through those day-to-day HR matters, from absence management and disciplinarys, to grievance and dismissals.

Being available for any queries and questions you may have.



FUTUREPROOFING YOUR HR

Helping you manage your HR strategy and planning in a way that supports the company's medium and long term business goals.

Ensuring you have the right people, in the right place, doing the right thing.