



# Tempo HR

Providing sensible solutions for your growing business

## ABOUT US

At Tempo HR, our ambition is to help micro and small businesses reach their goals. Whatever you are looking to achieve, we will partner with you to identify your needs and find a clear path forward.

## OUR VALUES

So what are our core principles?

### Common Sense

Managing people can be hard and unpredictable, but we find pulling it back to common sense is always best. We'll help you cut through the complications with a practical approach.

### Precision

This should go without saying, but we love what we do and want to do it to the best of our ability. We strive to deliver the highest quality support that you can trust to be right first time.

### Curiosity

We're driven by the desire to learn more about the businesses and people around us. We deliver HR best practice that aligns with a thorough understanding of your business.

## WHY USE CONSULTANTS?

### Broad experience

We will bring HR expertise from a variety of businesses and industries at different stages of growth, so you can learn from their experiences and choose what works best for you.

### Cost effective

You may not need an in-house HR team, or just want some additional expertise for tricky situations. We're there as and when you need us, at an affordable price.

## CONTACT

INFO@TEMPOHR.CO.UK



[tempohr.co.uk](http://tempohr.co.uk)



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Manchester, UK



## HANNAH MESSER

Owner & HR Consultant

We set up Tempo HR because of our passion for HR delivery, and also a love for variety! We'd love to get to know your business and see how we can help.

## RETAINED HR

For a monthly fee, you can have consistent HR support and guidance at an affordable price. We offer:

- General HR advice via phone, email, or online
- Drafting and review of correspondence
- Disciplinary and grievance meeting support
- Access to additional policies, documents, and templates
- Quarterly employment law newsletters
- Annual policy and documentation audits

Employees	Price per month
1 - 25	£80
26 - 50	£120
51 +	On request

## DOCUMENT PACKS

### Basic **£375**

A document pack comprising a permanent contract, new starter paperwork, and a handbook with eight essential and statutory policies. Perfect for new businesses looking for a starter kit

### Standard **£575**

The basic package plus part-time and temporary contract templates and nine additional 'nice to have' policies, including Flexible Working, Health and Safety, IT and Communications and more

### Enhanced **£775**

All of the above, plus one hour advisory time (to be used in a block or for ad-hoc questions), additional policies covering maternity, paternity, shared parental, adoption leave, and time off allowances such as compassionate leave, jury duty, the list goes on...

Contractor documents can also be included on request.

## HR SOFTWARE

We partner with the people management system Breathe HR, which brings all of your people data together in one secure place. You and your people will be able to log sickness, request holidays, update personal information, view documents and much more. We can help you implement and manage this system.

**Software can be added to retained packages from just £15 per month.**

## AD HOC SUPPORT

We offer an hourly rate for those one-off situations where you need feet on the ground (in person or virtually). This could be leading investigations, holding redundancy meetings, auditing your staff files, or more. Contact us to discuss how we can help.



**Tempo HR**