

# Does your business need HR support?

Monahans can provide bespoke Employment Services and Solutions to clients on all matters relating to HR and Payroll. Available on a retained or ad-hoc consultancy basis, our HR experts are here to take away the worry of managing people, by providing advice, guidance and templates for day to day operational HR activities, as well as support with HR projects, such as restructuring, recruitment, policy development and employee relations (disciplinary etc).

## What is it?

Monahans can offer as little or as much support as you need, which includes:

- Employment contracts and handbooks
- HR policies and letter templates
- Employee relations (disciplinary) advice
- Restructuring advice and management
- Performance Management
- Absence Management and Occupational Health
- Recruitment services
- Line manager coaching
- On-site face to face support
- Telephone/videocall support

## Things to consider

- What are your biggest people challenges?
- Do you need any regular or ad-hoc assistance with those HR tasks?
- Did you know we can work with you, offering HR Service and Solutions on an 'as and when required' basis, or on a monthly retained basis?
- Are you comfortable your HR policies and procedures are compliant with latest legislation? (Employment Rights Bill)
- Are you planning any major changes or restructuring to the organisation, that may need some HR consultancy advice?

## Who we help

- Small business Owner/Managers, with an organisational headcount of 10+ employees, with no current HR Support
- SMEs who currently use Monahans for other services
- Any SMEs who need extra help on an ad-hoc basis with certain HR projects or difficult cases, i.e. restructuring
- Larger business clients who need help with certain projects on a short-term basis, i.e. on-site support with consultation meetings or interviewing

## Why would you choose us?

- Your time is freed up
- Reassurance that advice offered is up to date and legally compliant
- Clearer processes, procedures and policies ensuring consistency and fairness
- Better managed staff and less risk of litigation

### How much?

We can quote for retained or ad-hoc consultancy services depending on your requirements.

- Retained services, are paid monthly and cover day to day support with HR queries, advice and templates.
- Quotes for retained services are based on head count and potential HR activities.
- On-site support, such as line manager training or recruitment.
- Large project work can be quoted for.

### Free HR Health Check!

This is designed to identify areas of need, recommend ways to revise existing policies and procedures as well as identifying areas of non-compliance with employment legislation. Following the review, you would receive a detailed report highlighting areas where it is recommended that you make changes that could benefit your business.



Juliet has provided HR advice to myself as Chief Executive at Chippenham Town Council, in her role as HR Consultant at Monahans. Juliet is currently working with myself and the Corporate Management Team to review the council's entire suite of HR policies. Juliet is clearly a skilled and experienced HR professional. She has provided advice to me on some sensitive staffing matters. Juliet is a highly professional and knowledgeable HR practitioner, who consistently produces work of a high standard and works hard to understand the needs of her clients. I am particularly impressed by Juliet's knowledge, efficiency, attention to detail and customer care. I would have no hesitation in recommending Juliet as an HR Consultant/professional to other similar employers.

**Mark Smith - CEO, Chippenham Town Council**



**Juliet Mellues**  
Senior HR Consultant  
T: 07872 871708  
E: Juliet.Mellues@monahans.co.uk



**Kim Baden**  
Senior HR Advisor  
T: 01793 818300  
E: Kim.Baden@monahans.co.uk

#### Office Locations:

- Bath
- Chippenham
- Bristol
- Swindon
- Taunton
- Trowbridge
- Frome
- Cirencester
- Malmesbury
- Fairford
- Glastonbury

