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Policy and staff handbook development support

Approach to policy development

- Policies always need to be tailored to the specific company.
- As a minimum staff need to have the opportunity to comment on policies before they are signed off. Some staff may need to be engaged in policy design.
- A policy is often the top level of a more detailed handbook or set of guidance and procedural notes such as in Quality and Environmental Management Systems.

Price for a suite of the core six policies £1,950 (plus vat)

For this price we will:

- Provide generic policy templates with standard text plus a checklist and questions that need to be answered in order to tailor each policy to the client's needs.
- Work through the templates with the client to identify how the template needs to be tailored and then rewrite each policy to fit the client's specific requirements.
- Provide the client with a draft of the final policies for their approval.
- Make final amendments and provide the client with electronic versions of all the policies
- Make recommendations on any further actions the client needs to take to implement the policies.
- Provide a list of useful websites with help and information to support them in maintaining their policies.

The tailoring of the policy is best done in face to face meetings with a client, although for clients that are not based locally to us, we can arrange to work remotely by telephone and emails.

- The standard process would be:
 - Initial meeting to assess the client's needs and work through up to three policy templates (3 hrs)
 - Second meeting to go through the remaining policy templates (3 hrs)
 - Provide the client with draft policies for their approval / comments
 - Final meeting to ensure the policies are correct and get them signed off.
- If done remotely it is preferable to work on one policy at a time.

Price for compiling a staff handbook £975 (plus vat)

For this price we will

- Provide the client with a checklist of all the items that are relevant to the staff handbook
- Spend up to half day on site with the client to collect and compile the documents that should form part of the staff handbook
- Identify gaps in their documents/handbook and agree what we will do to address the gaps – this usually involves rewriting or adding to their HR documents and policies.
- Work offsite to compile their handbook in a way that best suites them (it may be held on an intranet or internet site, on a computer drive, in hard copy, or a combination of these things).
- Meet with the client (or email/telephone the client) to run through what we have done and provide them with the final version of the handbook for sign off.

Price list

Policies/practices – fit to tender checklist:	£ excl vat.
1. Quality policy / quality accreditations	350
2. Environment and sustainability policy and management system	350
Corporate social responsibility statement (optional add-on to environmental)	50
UN Global Compact on Human Rights statement (optional add-on)	50
3. Health & Safety policy (industrial/manufacturing cos. may need specialist input)	350
4. Equality and diversity policy	350
5. Customer care and complaints policy	350
6. Data protection / FOI / Privacy policy	350
Staff handbook (compile a staff handbook which includes minimum statutory requirements and a best practice approach to HR management):	975
<ul style="list-style-type: none"> • Grievance procedure • Disciplinary procedure • Training and development policy • Recruitment and promotions policy • Sickness and sickness management policy • Terms and conditions of employment (excluding providing advice on T&C) • Appraisal / performance management policy • Petty cash and expenses policy • Flexible working policy • Disability – reasonable adaptations policy • Special leave, maternity & paternity leave policy • Anti fraud, whistle blowing, bribery policy 	

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