



PEOPLE IN SYNC

**Pick 'n' Mix
Retainer Service**



WHO ARE PEOPLE IN SYNC?

WE'RE A TEAM OF HR PROFESSIONALS WITH A DIFFERENCE

We were founded on a firm belief that we can educate and enable businesses to make the changes they want and need to be successful, whilst providing a flexible and open approach to HR.

We believe that you should be able to focus on what you do best, running your business! We want to take away the HR challenges you face and use our expertise to support your business goals.

We want each and every one of you and your team members to feel supported, and happy. That's why we work closely with all of our clients to understand their individual requirements; we don't take a "one size fits all" approach either, instead we work with you to ensure we deliver our services exactly as you want us to.

We integrate with ease and speed into your organisation to understand:

THE WHO, THE WHAT, THE WHY, THE WHEN; AND WE'LL GIVE YOU THE HOW.

The work we do with you will be provided in the tone, approach and flexibility that matches your business.

When we speak with your people, they get an extension of you – not a response that's worlds away from what they're used to. We're outsourced but we are most definitely cemented as part of your team too.



WHAT IS THE PEOPLE IN SYNC PICK 'N' MIX?

IT'S YOUR PERSONALISED HR SUPPORT CONTRACT

It's our HR Retainer and we call it our Pick 'n' Mix because, well, we build our retainers individually for all of our clients, there really aren't any two the same.

A retained HR service is the perfect way of outsourcing the people-focussed activities your business has, in a way that provides you with peace of mind knowing that you're not only legally compliant, but your people are well looked after too.

As a company you're growing, you're doing all you can to make your business a success – by having a retainer, you're able to tick one more thing off your 'to do' list (and we all know how good that feels).

All retainers are inclusive and have you and your business at the core. We know that every relationship you build as you're growing your business is an important one – that's why we spend valuable time with you understanding your businesses personality, distinctiveness and strategy.

Retainers are designed to fit your needs and your business. Varying levels of support and activities are available to you which is exactly why we like to call this the People In Sync Pick 'n' Mix, everyone gets to pick their own!



PRICING

Our retainer service may be unique to you but our pricing is transparent and consistent - you can rest assured there will be no hidden surprises!

You pay £20 per person per month and will be based in a band depending on your company size.

This means, even if your business grows and your headcount increases you'll still pay the same amount until you reach the next banding.

We'll even move you into the banding below if your headcount reduces with no issues.



RETAINER COSTS

1-10 EMPLOYEES 4 hours support per month	£200
11-20 EMPLOYEES 8 hours support per month	£400
21-30 EMPLOYEES 12 hours support per month	£600
31-40 EMPLOYEES 16 hours support per month	£800
41-50 EMPLOYEES 20 hours support per month	£1000
51-75 EMPLOYEES 30 hours support per month	£1500
76-100 EMPLOYEES 40 hours support per month	£2000
101-150 EMPLOYEES 60 hours support per month	£3000

THE SMALL PRINT!

All Prices are + VAT

Monthly Payment by direct debit (subject to credit checks)

One month free when paid annually (YES, FREE! ONE WHOLE MONTH!)

IT PAYS TO BE ON A RETAINER!

We offer discounted rates for additional time required + our management training.

Additional hours for retained clients are charged at £40 per hour (+VAT) and training is delivered at £400 per day!



EXAMPLE RETAINER TASKS

COMPLIANCE

NEW STARTER PROCESS

We can make sure your new starter process is compliant, efficient and setting your new employees up for success.

LEAVER PROCESS

We can do all the necessary processes to ensure your employees are leaving effectively with the right notice and payments, we'll do the references and the exit interviews too.

ADMINISTRATION

Whether it's letters, contract updates and changes, references, file clean ups or anything else that's taking up your time, we'll take care of all people related administration.

WHAT WE'LL GIVE YOU FOR FREE

- Annual policy reviews and updates
- Handbook review
- Contract templates
- Letter templates
- HR Health Check

EMPLOYEE RELATIONS

TELEPHONE ADVICE

Whether it's a quick catch up or to run something past us for peace of mind, you can contact us no matter what.

ON SITE OR REMOTE MEETINGS

If you need on site support, we can attend any meeting you'd like us to, whether you need HR guidance in a management meeting or comfort for your employees, we can be there.

MEDIATION

Workplace disputes can't be left to fester, we can be used to mediate onsite or remotely to help make your working environment as happy as possible.

RESTRUCTURE & REDUNDANCY SUPPORT

Having to make changes in your business is a daunting situation to be in and how you manage the process is key to ensuring success - we can take you through the process from initial conversation through to that final meeting.

RECRUITMENT SUPPORT

Employing new staff is both exciting and terrifying with so much resting on your decision - we can help you from advertising your role, to shortlisting and interviewing.



What happens when we start working together?

WE'LL TAKE YOU THROUGH THE BASICS.

The first thing that happens is we meet to discuss what you're looking for, what it is that you think is missing right now and how we can fit in to your business.

Together, we'll discuss what your Pick 'n' Mix might look like to ensure we're providing the optimum support for you.

Then we'll arrange your onboarding;

We'll conduct a HR Health Check to identify where we can initially add value i.e bringing policies up to date/introducing missing policies and then we make ourselves available for you to use us how you please!



WHAT OUR CUSTOMERS SAY ABOUT WORKING WITH US

INCREDIBLY DEPENDABLE

"Apart from being incredibly dependable and hard working, People In Sync were able to support and guide senior members of staff through difficult conversations."

REDUCE RISK

"People In Sync were able to troubleshoot and resolve many complex HR matters but also foresee risk areas in business and action plans to reduce this risk."

EASILY DELIVERS PROJECT OUTCOMES

"Leanne focuses in-depth, on the importance of visibility, honesty and individuality, with each and every business/client. With a colloquial, engaging and positive approach; Leanne easily delivers project outcomes with added personality, knowledge and a high-level understanding of what is required."

ENSURING THE RIGHT MESSAGES ARE HEARD

People In Sync have a great knack for ensuring that the right messages are heard, but that they are delivered in a manner sensitive to the situation."

TEACHING AND LEARNING IN EQUAL MEASURE

"I worked with Leanne as part of a newly established HR function and she was always both teaching and looking to learn, in equal measure. I would highly recommend utilising her services."

ABILITY TO MANAGE THE NEEDS OF THE BUSINESS AND PEOPLE

"People In Sync were the specialist HR consultant on a number of challenging projects, including restructure and redundancy. These projects required an incredibly high level of detail and ability to balance the needs of the business and our people."

ENERGETIC AND GREAT AT BUILDING RAPPORT

"Leanne is very energetic and great at building rapport quickly and getting on with the job. I highly recommend her to support you with your HR requirements."

PASSIONATE AND PEOPLE ORIENTATED

"Leanne is passionate and people orientated which is visible from not only her fresh approach to her brand and the market, but also in her passion projects and support to other industry professionals studying towards their CIPD qualifications."



OUR VALUES



COLLABORATION

We never go off on a tangent and do our own thing – our sole purpose is to enable your success, so we will always collaborate with you to ensure this is exactly what we're doing. We will always listen to your goals and make sure that how we work helps you reach them.



UNDERSTANDING

We always understand our clients, their wants and needs. We make sure that we become an integral part of the team – we're an extension of you and your business. We want you and your people to know this and trust us and our knowledge in doing what's right for you or your business.



PASSION

We enjoy the work we do, we have a passion for people and HR. Our passion is obvious from the first time you meet us. You can rest assured that the energy we have from the first day you meet us won't fade.



FLEXIBILITY

We believe that HR should work for your business not against it, so we flex our approach to suit your wants and needs. Our flexible approach means we're able to provide you with smooth, streamlined processes that won't hold you or your people back.



INCLUSIVENESS

We welcome people from far and wide into our People In Sync family, but it goes deeper than just our clients. We extend this to our working practices both internally and externally. We're proud to say we love and celebrate people's differences!



**SEEN ENOUGH?
WE'D LOVE TO
HEAR FROM
YOU.**



info@peopleinsync.net



www.peopleinsync.net



020 8609 8189



@peopleinsync

