

davis pro-solutions ltd

as required 'one off' policies

Documentation

Cost (+vat)

Employment policies legal compliance check

£350

This includes a visit to your company to conduct a review of your current policies and procedures; a follow up report identifying (1) where/how policies are failing to meet current legislation and advice on how to up-grade (2) how your policies and procedures measure-up against current codes of practice. You may then, if you wish, buy in our services on an ad-hoc or contractual basis (see below).

Staff Handbook or Manager's Handbook

- re-write
- compilation

£350
£500

Drafting of Contracts of Employment

- basic
- bespoke

£75
£120

Drafting of Policies

- per pack of three

£250

(eg disciplinary, grievance, sickness/absence, competency, diversity, harassment and bullying, redundancy, staff development, health and safety etc)

Procedures

We can also carry out interviews and procedures on your behalf, saving you valuable time and freeing you up to concentrate on the other aspects of your business.

Per half day

Staff appraisals

£250

Sickness absence reviews

£250

Grievance

£300

Conciliation and mediation (* plus review & report writing time)

£400*

Disciplinary

£300

Redundancy

£350

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annual 'retainer contract'

We offer a range of packages to suit the individual needs of companies. Each package is based on an annual number of hours of service you will receive from us – you are free to choose from the services outlined in the 'one off' section (based on the size of your organisation, staff turnover etc we will advise you on the best package for you but it is for you to choose). It will also include automatic updates to your policies and procedures if employment legislation changes and a priority service.

All packages can be paid for via monthly direct debit. If, due to changed or unforeseen circumstances, your demands exceed your original package, we can negotiate an upgrade for the remainder of the contract year. In the unlikely event of you not 'using up' the hours of the package purchased, we will discuss and agree with you a service to bridge the deficit.

By choosing a 'retainer contract' you are covering yourself against unexpected demands on your time and costs to your company.

Annual packages

Cost (+ vat)

Standard	10 hours per annum	£850
Bronze	20 hours per annum	£1600
Silver	30 hours per annum	£2500
Gold	50 hours per annum	£3750
Platinum	75 hours per annum	£5500

- **Please note – there are no 'hidden costs' – unlike most other companies, we do not charge for our travelling expenses, postage or telephone calls**