

HR Consultancy

Flexible HR and Payroll Support Services for Charities

Remaining compliant with UK Law can be time consuming and complex; KAB can provide a range of flexible support options to suit your operational requirements, whether that is one off advice and guidance or a more regular longer term retainer arrangement.

HR Consultancy Services

Our team has over 30 years of HR experience, including Chartered Institute of Personnel and Development qualifications, enabling us to provide operational and strategic support.

Areas covered:

- Recruitment and Selection – application, shortlisting and interview templates
- Employment contracts – permanent, short-term and fixed-term contracts
- Induction (on-boarding) including new starter packs and manager guides
- Probation periods – review forms and letter templates
- Managing absenteeism, including
 - sickness
 - Fitness for Work Statements
 - access to medical reports
 - reasonable adjustments
 - family leave
- GDPR – Data Protection policies and templates
- Performance management and capability issues, including review forms and letter templates
- Equality and Diversity, including policies and reporting templates
- TUPE transfers – Transfer of Undertakings Protection of Employment rights
- Whistleblowing
- Bullying and harassment allegations
- Discipline, grievance and dismissal processes
- Redundancy
- Health and Safety advice – including Risk Assessments
- Employee Handbooks, providing customised HR Policies

We also provide telephone advice, access to a bank of HR documents/templates and one-off consultancy assignments.



INVESTORS IN PEOPLE™
We invest in people Standard



kab.org.uk



Charity number: 1062354

HR Consultancy Services Pricing

HR Consultancy Service fees from:

Service	Details	Cost	
Access to HR policies, documents and standard letter templates	Updated documents will be provided upon changes to legislation, and reviewed annually	£980 per annum	
Telephone advice and guidance	Up to 30 min (pay as you go)	£30	
	6 contact calls (up to 30 mins)	£150	
	Flexible blocks of time*	18 hours	£980
		36 hours	£1,872
Consultancy Service**	Daily fee	£400	
	Hourly fee	£60	

* Flexible blocks of hours can be used over a 12 month period, securing HR advice as and when you need it.

** Pay as you go Consultancy HR Services: £60 per hour.

All prices are subject to VAT.

Payroll Management Services

KAB can provide a comprehensive monthly payroll service. All processing is in line with HMRC statutory requirements. This service is ideally suited to small/medium sized charitable organisations.

Areas covered:

- Starters, leavers, salary changes
- Statutory Sick Pay (SSP)
- Maternity/Paternity/Adoption Leave pay calculations
- Pension calculations
- Statutory documentation including P45s and P60s
- Preparation of EPS and FPS submission to HMRC
- Electronic payslips
- Year End processing



Get in touch

Email the HR Director vanessa.stanley@kab.org.uk or call us on **01622 691357**

August 2023

Payroll Management Services Pricing

Payroll Task	Details	Cost
Initial set up	Per organisation	£150
Monthly payroll completion	Per employee	£15
Year End completion and issuing of P60's	Per organisation	£100

All prices are subject to VAT.

Disclosure and Barring Service Checks

As a Disclosure and Barring Service (DBS) registered Umbrella Body, KAB offer low cost DBS checks of all levels, covering Volunteers, Standard and Enhanced, including Adult/Children's Barred List checks. KAB provides organisations and individuals with a fast, friendly and professional DBS service.

DBS Service Pricing

Type of Check	DBS Charge	KAB Admin Fee
Standard	£18	£15
Enhanced	£38	£15
Volunteer	£0	£15

VAT included with this service.

All prices applicable as at date of publishing and may vary subject to scope of service required.

If you would like to discuss your requirements and options available please get in touch.....



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