



Book your FREE initial HR Consultation today!

CMZ-HR Consultancy (retained monthly) Packages for SMEs

Why Choose CMZ-HR?

- ✓ CIPD-qualified expert HR support from an Independent Local HR Consultant
- ✓ ACAS-compliant, pragmatic advice tailored to your business
- ✓ Easy-to-use HR software (Breathe HR can be included) - Optional
- ✓ No long-term tie-ins – cancel or upgrade anytime with 30 days' notice
- ✓ Friendly, responsive advice when you need it
- ✓ Fully insured & GDPR-compliant

CMZ-HR Consultancy Package	Number of Employees	CMZ-HR Hours per month	Price (Excl. VAT) per month
Essential (Micro)	1-10	4	£200
Standard (Growing)	11-20	6	£250
Premium (Regular)	21-50	12	£500
Premium (Pro)	51-100	16	£750
Premium (Premium)	101-150	20	£1000
Premium (Plus)	151-200	24	£1250

Breathe HR Software Package can be added on to suit your business. Please see the next page for info

***Additional Rates** (below) for unforeseen events/projects

Additional Hours (if required)	Total Hours	Monthly Retainer Package Rates (excl. VAT)	No ties, just ad-hoc HR & Training Services for SMEs Rates (excl. VAT) (For comparison purposes)	Notes
Hourly Rate	1 Hour	£50	£75	Minimum charge is 1 hour, then billed in 30 mins increments
Half Day Rate	3.75 Hours	£150	£225	Fixed
Full Day Rate	7.5 Hours	£250	£375	Fixed

Please note that the list of services below is for illustration purposes only. It can be tailored to suit your business needs to add value.

What can be included in CMZ-HR Consultancy Packages?

1. Legal HR Documents (Compliance)

- ✚ Annual HR Compliance Checks
- ✚ Customisable Employment Contracts and Letter Templates
- ✚ HR Policy Reviews in line with statutory changes
- ✚ Periodic UK Employment Law Updates

2. Relevant HR Policies

- ✚ Disciplinary & Grievance Policies in line with ACAS
- ✚ Sickness & Absence Policy and Procedures
- ✚ Annual Leave & Holiday Policy
- ✚ Equal Opportunities / Anti-Discrimination Policy
- ✚ Health & Safety Basics (Incl. Wellbeing and Lone working)
- ✚ Family Friendly Policies and Procedures
- ✚ Flexible/Hybrid/Working from Home Policies and Procedures
- ✚ Other relevant policies within the scope of the chosen package

3. GDPR & Data Protection policies and procedures, including training

4. Key HR Process Templates

- ✚ Onboarding Processes (Right to Work, references, etc.)
- ✚ Probation / Performance Review / Appraisal Form
- ✚ Exit Interview Template
- ✚ Disciplinary/Grievance Meeting Notes Templates and management training/coaching

5. Ongoing HR Support

Agreed number of dedicated hours of email/phone/video HR advice (including on site if local):

- ✚ Support with onboarding and leavers
- ✚ Holiday, sick pay, and absence management
- ✚ Disciplinary & grievance issues
- ✚ Sickness or capability concerns
- ✚ Employee Relations

6. HR Insights including latest trends and benchmarks, relevant reports

7. Other HR and Training Services such as:

- ✚ Strategic HR Planning (workforce, engagement, retention)
- ✚ Staff/Line Management Coaching and Training
- ✚ Staff Onboarding, Performance and Reward Frameworks
- ✚ Absence, Wellbeing, and Change support
- ✚ Staff surveys
- ✚ Mediation
- ✚ *Additional CMZ-HR Support hours can be added on as and when required
- ✚ **Breathe HR Software (Optional)**

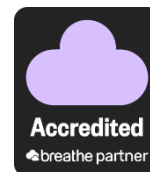
8. Breathe HR (Optional) can be added to any CMZ-HR Consultancy Package


Free setup, ongoing support for Breathe HR (Core package) and integration advice.

Breathe HR software is a perfect solution for keeping on top of your day-to-day HR tasks.

CMZ-HR is an accredited **Breathe HR** Software Partner.

All prices are transparent. To be discussed and confirmed during the initial consultation.



Core HR 	<ul style="list-style-type: none">Self-service platformLine manager permissionsPeople profileHoliday managementSickness managementTraining recordsTask listPayroll exportFlexible working requests
Performance management	<ul style="list-style-type: none">Company NewsAppraisals / One-to-onesObjective setting & Kudos
Document management	<ul style="list-style-type: none">Company documentsPeople documents & Reporting
Reporting	<ul style="list-style-type: none">Reporting library
Modules	<ul style="list-style-type: none">Custom fields & API integrations
Support and training	<ul style="list-style-type: none">Self-service knowledge baseFree support by chatFree getting started webinars

Other **optional** Breathe HR modules are also available as add-ons.

Exact price (also available from Breathe HR website) would be confirmed during initial consultation.

Breathe Rota, Time and Attendance

Maintain your competitive edge

- ✓ Create weekly rotas in minutes
- ✓ Generate timesheets
- ✓ Track overtime and cover shifts with shift swap
- ✓ Record clock in/clock out times

Breathe Learn

Strive for continuous learning and development

- ✓ Bite-size courses suitable for all learning styles
- ✓ Streamline the new hire onboarding experience
- ✓ Tailor training for every individual
- ✓ Stay compliant across your organisation

Breathe Recruitment

Find and nurture the best talent

- ✓ Assess the performance of your job postings
- ✓ Track the applicant journey from application to shortlist
- ✓ Optimise your recruitment process

Breathe Expenses

Team expenses made easy

- ✓ Upload and track claims with ease
- ✓ Single view of all expense submissions