



Book your free initial HR Consultation today!

Standard CMZ-HR Consultancy Package (11-20 Employees)

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

Ideal for SMEs with growing teams:

CMZ-HR Consultancy Package	Number of Employees	CMZ-HR Hours per month	Price (Excl. VAT) per month
Standard	11-20	6	£250

Includes everything in **Essential CMZ-HR Package** (see below) Plus 2 additional hours (6 in total).

Please note that the lists below are for illustration purposes only. It can be tailored to suit your business needs.

- On-site support and training (if local)
- Ongoing Employee Relations advice
- HR Admin coaching (if applicable)
- Additional Templates: return to work, flexible working, etc.
- Monthly HR dashboard report (optional)
- Different Breathe HR System Rates (see below)
- Additional Tailored policies and contracts to support growing business (to be agreed)
- Additional discounted CMZ-HR hourly rates can be added on as and when required

Essential CMZ-HR Package

(Included in the Standard Package)

1. Legal HR Documents (Compliance)

- ✚ One annual HR Compliance Check
- ✚ Customisable Employment Contracts
- ✚ Letter Templates (e.g. offer letters, warnings, etc.)
- ✚ Review and update existing key policies (up to 5 policies per year)

2. Key HR Policies

- ✚ Disciplinary & Grievance Policies
- ✚ Sickness & Absence Policy
- ✚ Annual Leave & Holiday Policy
- ✚ Equal Opportunities / Anti-Discrimination Policy
- ✚ Health & Safety Basics

3. GDPR & Data Protection policies and procedures

4. Key HR Process Templates

- ✚ New Starter Checklist (Right to Work, DBS if applicable, references)
- ✚ Probation Review Template
- ✚ Performance Review / Appraisal Form
- ✚ Exit Interview Template
- ✚ Disciplinary/Grievance Meeting Notes Template

5. Ongoing HR Support

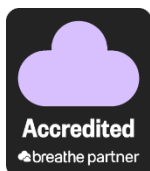
Up to 4 hours a month email/phone/video HR advice:

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

Ideal for start-ups, small teams & owner-managed businesses:

CMZ-HR Consultancy Package	Number of Employees	CMZ-HR Hours per month	Price (Excl. VAT) per month
Essential	1-10	4	£200

6. Breathe HR (Optional) paired with Standard CMZ-HR Consultancy Package























Free setup and ongoing support for Breathe HR (**Core package**)














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.

Core **Breathe HR** can be included in the **Standard CMZ-HR** Consultancy package for as little as *£39 (excl. VAT) per month (*savings with a yearly plan) which includes:

Core HR 	<ul style="list-style-type: none">  Self-service platform  Line manager permissions  People profile  Holiday management  Sickness management  Training records  Task list  Payroll export  Flexible working requests
Performance management	<ul style="list-style-type: none">  Company News  Appraisals / One-to-ones  Objective setting & Kudos
Document management	<ul style="list-style-type: none">  Company documents  People 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 base  Free support by chat  Free getting started webinars

Other **optional** Breathe HR modules are also available as add-ons (excl. VAT), prices vary, so please check at the time of the consultation:

<p>Breathe Rota, Time and Attendance</p> <p>Maintain your competitive edge</p> <ul style="list-style-type: none">  Create weekly rotas in minutes  Generate timesheets  Track overtime and cover shifts with shift swap  Record clock in/clock out times <p>From £10 a month / business</p>	<p>Breathe Learn</p> <p>Strive for continuous learning and development</p> <ul style="list-style-type: none">  Bite-size courses suitable for all learning styles  Streamline the new hire onboarding experience  Tailor training for every individual  Stay compliant across your organisation <p>From £12 a month / business</p>	<p>Breathe Recruitment</p> <p>Find and nurture the best talent</p> <ul style="list-style-type: none">  Assess the performance of your job postings  Track the applicant journey from application to shortlist  Optimise your recruitment process <p>From £21 a month / business</p>	<p>Breathe Expenses</p> <p>Team expenses made easy</p> <ul style="list-style-type: none">  Upload and track claims with ease  Single view of all expense submissions <p>From £12 a month / business</p>
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