

HEADSTART HR

Reliable, affordable HR solutions for your business

PLANS & PRICING 2025

The details below are for illustration only. Our ambition is to provide a bespoke service that meets the unique HR needs of your business. **Contact us for a free, no obligation consultation** to obtain a **customised quote** that fits your budget and aligns perfectly with your people and organisational goals.

Retained services and outsourcing

	Retained	Outsourced
Same business day telephone and/or email support	✓	✓
Dedicated HR consultant	✓	✓
Employee / staff handbook	✓	✓
Monthly client email and newsletter	✓	✓
50% discount on hourly ad hoc consultancy fee	✓	N/A
20% discount on other ad hoc products and services	✓	N/A
PESTLE analysis of your business environment	✓	✓
Full access to Headstart HR Factsheets	✓	✓
Quarterly HR strategy meeting		✓
Monthly management catch-up		✓
Employee engagement surveys		✓
Customer relations surveys		✓
Human Resource Management System (HRMS)		✓
General HR administration		✓
Payroll		✓

Retained service pricing (per calendar month) *

Number of employees	Retained	Outsourced
Headstart Micro (please see below)	£99**	N/A
< 10	£150	£850
11 - 20	£300	£1350
21 - 30	£450	£1950
31 - 40	£650	£2550
41 - 50	£950	£3350
50 +	Please call	Please call

* Based on a 12-month contract ** Based on a rolling monthly contract

Managing Director

J M Gilbert MBA Assoc CIPD

CONTACT

info@headstart-hr.co.uk
www.headstart-hr.co.uk

HEADSTART HR

FOUNDRY
Eastbourne
BN21 3NW

A Limited company
Registered in England
No. 11013155.

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Headstart Micro

Retained services for start-ups and other new businesses with 5 or fewer employees in their first two years of trading. Headstart Micro includes the retained services listed above.

Consultancy fees and ad hoc support for HR services

Product or service	Fixed cost
Hourly rate for ad hoc / onsite support	£160 per hour
Hourly rate for ad hoc / onsite support (retained clients)	£80 per hour
Letters of appointment / non-appointment (includes all applicants)	£100
Contract of employment	£500
Settlement agreement	£500
HR policy document (e.g. code of conduct, grievance procedure etc.)	From £200
Mediation / conflict resolution / contract negotiation	Please call
Selection interviews / onboarding	At hourly rate
Employee / staff handbook	From £1000
Job description / job analysis / person specification	£200
360° appraisal, feedback and written report	From £1000
Candidate selection screening	At hourly rate
Exit interviews	At hourly rate
Annual subscription to Headstart HR Factsheets	£49
Training half day (full)	£350 (£600)
PESTLE or SWOT analysis	£500
Redundancy consultation	Please call
TUPE	Please call

NB. Retained clients receive a 50% discount on hourly consultancy fees and a 20% discount on other ad hoc products and services.

Recruitment

Please speak to us about your specific needs and the recruitment packages we offer.

Discount for third sector organisations and public services

We offer a significant discount on the retained fee for voluntary, social and community organisations and for public services including: GP practices, dental practices and state-funded education and social care providers. Please call for further details.

All prices quoted are exclusive of VAT.

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