**HEADER PAGE**

**ONE LINER / Marketing strapline:**

**“We will handle the day-to-day HR work, or your HR projects so you can focus on what matters – your people and the success of your business”**

**FURTHER FRONT PAGE BLURB:**

Every person, team and business face different obstacles when it comes to HR, two 7 are here to offer customised, practical and comprehensive HR solutions that fit the way you run your business. Sometimes HR issues can be really hard work, they can be time consuming and stressful. Consider us an affordable, professional and friendly extension of your team, available to help in person, by phone, email or chat. Often people view HR as formal and inaccessible, two 7 will make HR easy, we will take the time to understand your business, its operations, and its people and offer straightforward, no-nonsense solutions.

We will take the work off your plate with a team you can trust to give you peace of mind. Whether you need temporary, permanent or partial HR outsourcing, two 7 can help. We are professional and friendly and offer affordable solutions. Have a question? Need some advice? Or just looking to talk things through? We understand! And we want to help! Two-7 is a company focused on simplifying HR.

**We are happy to travel to clients or video meet. To discuss how we can help you with your HR issues, call us on XX Tel No TBCXX or contact us by [clicking here]** *(hyperlink to contact page with contact form)*

**SERVICES**

With our extensive experience, we can help with any people related matter. Two-7 will guide you through the complex world of HR processes and associated employment law, whether you are looking for advice / support on HR basics, developing employee policies, succession planning, working on exit strategies, handling difficult internal decisions and everything in between, we are here to help. Whilst we work to your requirements, some of the services we offer are :

**• Business Start Up Support:** We will prepare employment contracts, staff handbooks, people policies and procedures, and assist with recruitment and answer day-to-day HR queries.

**• Growing companies**: We will review / prepare employment contracts, assist with recruitment and answer day-to-day HR queries. We can review your existing people policies and procedures, staff handbooks and coachteam leaders in areas such as managing performance, productivity, managing absence and staff development.

**• Established organisations:** We work with senior management to improve employee engagement and productivity, assist with performance review, talent management/development, succession planning and deal with issues associated with growth and change.

**• HR Support Packages** - companies that don't need an in-house HR person, but do need support for an existing HR function, you can access one of our support packages. The support can be remote or on-site for as much or as little time as you need.

**• HR Project Work**- You may have specific issues that need addressing – for example a redundancy situation, complex people issues, hybrid / remote working, or assistance with restructuring, we can work on specific projects with aims and outcomes defined at the beginning, working within an agreed timescale, budget, and terms.

**• Mergers and Acquisitions**– TUPE (Transfer of Undertakings (Protection of Employees) the law that protects employees if the business they work for joins another or is sold) is a complex and difficult issue, this requires a skilled understanding of employment law to manage correctly. We can consult on TUPE processes with a step-by-step approach:

• Help you to identify who will transfer

• Plan and manage consultations with staff

• Provide the required documents for the incoming employer

• Construct a TUPE process plan

• Plan and manage any potential redundancies

• Identify and review potential people issues from documents provided by incoming employer

**We offer an initial one-hour no-obligation consultation to find out which issues your business needs to address.**

**TESTIMONIALS**

*“SSE was run by an exceptional team of highly talented and experienced individuals. As Director of HR, policy making, employee performance management, development and training and health and safety were all within Claude’s remit. She was an invaluable and trusted member of that top management group for over 13 years.*  *She is above all professional as well as multi-talented, calmly intelligent, discrete, a fantastic team leader and mentor and an experienced and utterly safe pair of hands in any situation. We would trust Claude implicitly in any HR scenario. Her advice is always considered and wise, her work is second to none and she's also a great person to have around with her can-do happy personality. Claude was joined in recent years by Emma, an important addition to both the HR and management team. During the course of the pandemic, they were instrumental in the company’s crisis response. Invaluable both organising furlough for 150 people and redundancies for 75 efficiently, with the whole process managed with compassion. You will never regret your first call to two 7. We wish both Claude & Emma well in their new venture.”*

***Heather & John Penn (Co-Founders SSE Audio Group)***

*“Emma worked hard to understand our business, providing advice and support during a difficult period for the staff and myself after a change of ownership and business restructuring. She is a hard-working professional and her experience and skills mean she has become a key member of our senior management team. She reviewed our documentation, policies and procedures and staff personnel files ensuring the business was legally compliant and implementing strategies to improve people productivity and provide clear expectations for our staff. She worked closely with the management team to develop leadership capability.*”

***Ben Turner (Managing Director, Northern Waste Group Limited)***

**ABOUT US**

Claude and Emma were work colleagues for a number of years at one of the UK’s largest pro-audio companies before joining forces to set up two 7 HR Consultancy. Working together in the fast paced, evolving and growing live events industry gave them experience with employee life cycle challenges, working with sub-contractors, the IR35 laws, tier 5 immigration, mergers & acquisitions, TUPE, health & safety, formal and informal working practices (to name just a few!).

**Claude** has over 20 years of extensive HR & Operations Management experience, in SMEs to global companies. A trusted partner, someone who champions providing opportunity in the support and development of people and making change through the implementation of jargon free HR strategy.

**Emma** has worked up from Graduate trainee, through to HR Generalist, HRBP and later working at Interim HR Director level, gaining extensive experience along the way. A passion for people and managing major change projects, working with diverse clients.

Two-7 Qualifications / Courses Attended

• CIPD L5

• CIPD Employment LawPractitioner

• NEBOSH (Health and Safety)

• OISC Level 1 (Immigration)

• Coaching for Performance

• Coaching for Managers

• Management Skills Training

• Conduct and Capability

• Developing a Sales Team

• GDPR & System Security Awareness

• Mental Health First Aid

**CONTACT US**

Simple form to complete:

• Your name

• Email address

• Telephone number

• A brief description of what you need our help with

Location

• We are located in the Midlands and London, but we’re happy to travel!

Contact email addresss

• Enquiries@two7hr.com

**WHY USE TWO-7 HR (LONG VERSION) – IF NEEDED**

**• Reduce costs**. Employing a dedicated HR specialist can be expensive, especially for owners of small businesses. two-7 HR can be on hand when you need them, to help with identification, handling and solving of HR challenges without the cost of a full-time salary. From providing you with guidance on any HR issues to implementing HR policies and procedures, we cover it all. We also assist with onboarding, ensuring all contracts and letters are drafted correctly, as well as ensuring your business is compliant. Two-7 HR also take on project-based work, which means you don’t necessarily have to continue using our services after the project ends.

**• Increase efficiency**. If you employ HR generalists or other members of staff with HR as an additional responsibility, asking them to deal with specific or time-consuming issues or projects can slow things down. Working with two-7 HR minimises the risk of failing to meet legal requirements whilst leaving your employed staff free to carry out their regular duties, ensuring that all processes continue running smoothly.

**• Gain an outside perspective**. HR staff members set company policies and develop systems for hiring talent, compensating employees and increasing employee engagement. Because they’re the ones who create important programs, they may not have the objectivity necessary to identify potential pitfalls. Working with two-7 HR will give you an outside perspective, bringing years of experience with fresh eyes, making it easier to identify and solve HR problems with sound independent advice.

**WHY USE TWO-7 HR? (SHORTER VERSION) – IF NEEDED**

Having a qualified HR professional well versed in employment law at the other end of the telephone whenever you're having a people issue, need any guidance or HR advice is an invaluable resource. Not only would working with two 7 mean a cost-effective way of dealing with your HR needs, you will also gain a dedicated and trusted member of your leadership team. We will assist your business to stay on top of the latest changes to Employment Law legislation affecting your organisation, as well as being a great access point for materials and resources for your business to use.

**OTHER BUZZ PHRASES FOR WEBSITE – if needed**

• Why SME’s? Working at board level in an SME is very different to a corporate board. The pace of decisions is usually quicker in SMEs and there is usually more agility to make things happen.

• The burden on small businesses is high in terms of HR admin. Many small businesses have no dedicated HR function and if they are lucky someone may wear the ‘HR hat’ as part of another role, usually office management, finance, or payroll.

• Consider us an extension of your team, available to help in person, or by phone, email, or chat. Have a question? Need some advice? Or just looking to talk things through? We’ll be here, because this is a real partnership.

• Expert advice for much less than hiring a full time HR staff member.

• If we take a client on, we want to add value by really understanding them and their business

• We’ll work with you to define and draft internal HR policies that fit the way you run your business

• Every person, team and business have different obstacles they are facing when it comes to HR, we are here to offer customised HR solutions to take the work off your plate and give you peace of mind, with a team you can trust, and a company focused on simplifying HR. Whether you need full support on a temporary basis, partial HR outsourcing, HR support on demand or HR project capability for discrete problems, we can help.

• People can be difficult, so we make HR easy