VESTA PEOPLE

THE VESTA PEOPLE GUIDE

HR SERVICES & PRICING

Practical people support
for businesses that want
to do things properly.

122 services. Flexible support.
From one-off help to ongoing partnership.

A complete guide to our services, deliverables
and indicative fees for UK employers.

OCTOBER 2026 / UK

Prices are indicative and subject to written quotation.







THE VESTA APPROACH

People support, without the unnecessary complexity.

Whether you need a straightforward contract, help with a difficult employee situation or a specialist HR project, Vesta People provides flexible support that fits your business.

Use this guide to explore our services and understand typical starting costs. Each listing explains what we do and what is normally included. If your needs cross several areas, we can combine services into one clearly scoped proposal.

EXPLORE OUR NINE SERVICE AREAS

01 HR Advice & Admin
Expert HR guidance and practical admin, as and when you need it.

02 Contracts & Compliance
Contracts, handbooks, policies and compliance made simpler.

03 Employee Relations
Support for grievances, disciplinaries and workplace investigations.

04 Absence & Performance
A fairer way to manage attendance, wellbeing and performance.

05 Recruitment & Onboarding
Hire confidently and give every new starter a strong beginning.

06 Surveys & Engagement
Listen to your people, understand the results and take action.

07 Manager Training
Practical HR workshops and coaching for confident managers.

08 Restructure & TUPE
Expert support for redundancy, restructures and TUPE transfers.

09 HR Systems & Strategy
Better HR processes, systems, insight and long-term planning.

MONTHLY SUPPORT IS HERE TOO

Prefer someone in your corner every month? Our three retained HR support options appear after the nine specialist service areas.

YOUR QUICK REFERENCE

Contents

All 119 specialist services are arranged into nine sections. Monthly support packages and pricing guidance follow at the end.

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About the prices in this guide

Fees are presented in pounds sterling. “From” prices represent a starting fee for an agreed straightforward scope; other figures are guide fees for defined services. The final price, applicable VAT and any expenses will be confirmed in a written quotation.

SERVICE CATEGORY 01 / 09

Flexible HR Advice & Administration



Practical HR support whenever you need it, without committing to an ongoing package. Get expert guidance, help with employee documents and flexible administration support.

HR ADVICE AND URGENT SUPPORT

ADH-001

Pay-as-you-go HR Advice

Focused HR guidance by telephone or Teams on a specific workplace issue.

Typically includes: 60-minute consultation with practical next-step guidance.

PRICE

£65

per hour

Standard guide fee

ADH-002

Complex ER / Employment Law Advisory

Senior consultant advice for higher-risk employee relations or policy matters.

Typically includes: Case review, risk options, process guidance and follow-up note.

FROM

£95

per hour

Indicative guide fee

ADH-003

Urgent Same-Day HR Triage

Priority response to a time-sensitive workplace situation during working hours.

Typically includes: Up to 60 minutes of triage and an immediate recommended action plan.

FROM

£125

per request

Indicative guide fee

HR ADMINISTRATION

ADH-004

HR Administration Support

Remote assistance with routine employee letters, record updates and people administration.

Typically includes: Employee data/letter updates, trackers, inbox coordination and agreed HR admin.

PRICE

£40

per hour

Indicative guide fee

ADH-005

HR Admin Support – 5-Hour Block

Pre-booked remote admin support for a small business without a full HR administrator.

Typically includes: Five hours of agreed routine HR administration over a 30-day period.

PRICE

£185

per 5-hour block

Indicative guide fee

ADH-006

HR Admin Support – 10-Hour Block

Flexible back-office people administration for busier SMEs.

Typically includes: Ten hours of routine remote HR admin over a 30-day period.

PRICE

£350

per 10-hour block

Indicative guide fee

FLEXIBLE CONSULTANCY AND DOCUMENTS

ADH-007

Additional Remote HR Consultancy

Additional support beyond an agreed project or retainer scope.

Typically includes: Additional senior HR support, documented and agreed in advance.

FROM

£85

per hour

Indicative guide fee

ADH-008

Additional On-Site HR Day

One extra planned on-site HR support day to address employee matters.

Typically includes: Up to seven hours on client premises with pre-agreed agenda.

FROM

£450

per day

Standard guide fee

ADH-009

On-Site HR Half-Day

A concentrated visit for meetings, manager discussions or HR paperwork.

Typically includes: Up to 3.5 hours at client premises.

FROM

£275

per half day

Indicative guide fee

ADH-010

HR Document Drafting / Amendment

Minor letter, process template or contract amendment outside a fixed package.

Typically includes: One simple document update and one revision cycle.

FROM

£85

per document

Indicative guide fee

ADH-011

HR Advisory Hours – 5-Hour Prepaid

Prepaid remote senior HR consultancy for a defined short-term need.

Typically includes: Five hours over 60 days; call or document-work time tracked.

PRICE

£395

per 5-hour block

Indicative guide fee

ADH-012

HR Advisory Hours – 10-Hour Prepaid

Short-term bank of expert remote support without a monthly commitment.

Typically includes: Ten hours to use over 90 days, booked by mutual availability.

PRICE

£750

per 10-hour block

Indicative guide fee

SERVICE CATEGORY 02 / 09

HR Contracts, Policies & Compliance



Build solid HR foundations with tailored contracts, employee handbooks, workplace policies, compliance reviews and ready-to-use manager resources.

HR AUDITS AND REVIEWS

DOC-001

HR Health Check

Practical review of the employer's immediate HR compliance and people-management basics.

Typically includes: Document questionnaire, sample review, risk-rated findings and a practical action plan.

FROM
£395
per review
Standard guide fee

DOC-002

Full HR Compliance Audit

Deeper assessment of people policies, working practices and HR records.

Typically includes: Kick-off, contract/policy sampling, key processes, graded audit report and improvement roadmap.

FROM
£795
per audit
Indicative guide fee

CONTRACTS AND HANDBOOKS

DOC-003

Employment Contract Review

Review of one standard employment contract and written improvement recommendations.

Typically includes: Marked-up contract plus risk comments and a review call.

FROM
£225
per contract
Indicative guide fee

DOC-004

New Employment Contract Draft

A tailored standard employee contract for an SME, reflecting its working arrangements.

Typically includes: One contract draft, employer questionnaire and one revision.

FROM
£325
per contract
Indicative guide fee

DOC-005

Contract & Handbook Review

Joined-up review of existing contracts and handbook for clarity and compliance.

Typically includes: Review of one contract version and one handbook, written recommendations and action list.

FROM

£450

per combined review

Standard guide fee

DOC-006

Employee Handbook Creation

Create an employer-specific employee handbook with core employment policies.

Typically includes: Kick-off, handbook drafted using agreed business facts, and one revision.

FROM

£695

per handbook

Indicative guide fee

DOC-007

Full Contract & Handbook Build

Set up standard employment terms and a joined-up employee handbook from scratch.

Typically includes: One contract template, handbook, 15 core policies, and handover call.

FROM

£1,095

per package

Indicative guide fee

POLICIES AND TEMPLATES

DOC-008

HR Policy Creation / Review – Single

Draft or substantively review one policy tailored to the business.

Typically includes: One policy document, one revision and short implementation note.

FROM

£150

per policy

Standard guide fee

DOC-009

Five-Policy HR Essentials Pack

Draft or refresh five agreed core policies for a small employer.

Typically includes: Five policy documents, consistent definitions and one consolidated handover.

FROM

£650

per pack

Indicative guide fee

DOC-010

Ten-Policy Compliance Pack

A broader set of core HR policies for a growing business.

Typically includes: Ten tailored policies, consistent process and authority references, one revision cycle.

FROM

£1,150

per pack

Indicative guide fee

DOC-011

HR Template / Letter Pack

Pack of the most-used basic HR letters and forms.

Typically includes: Ten adaptable letters/forms with short usage guidance.

FROM
£295
per pack
Indicative guide fee

DATA PROTECTION AND COMPLIANCE

DOC-012

Employee Privacy Notice

Employee-facing privacy notice tailored to the organisation's actual processing.

Typically includes: HR data discovery questionnaire, one privacy notice and completion checklist.

FROM
£295
per notice
Indicative guide fee

DOC-013

Recruitment Privacy Notice

Candidate-facing privacy information for recruitment and applicant records.

Typically includes: Recruitment data mapping questionnaire and candidate notice.

FROM
£195
per notice
Indicative guide fee

DOC-014

Data Retention & HR Records Schedule

Establish sensible HR records categories, ownership and retention controls.

Typically includes: HR retention matrix, deletion responsibilities and short implementation briefing.

FROM
£350
per schedule
Indicative guide fee

DOC-015

Right-to-Work Process Review

Review the employer's documented right-to-work checks and HR record practices.

Typically includes: Process mapping, gap checklist and practical recommendations.

FROM
£275
per review
Indicative guide fee

DOC-016

Employment Status / Worker Audit

Review contractual indicators for employees, workers and self-employed personnel.

Typically includes: Up to five sample engagements and a risk-rated advisory note.

FROM
£450
per review
Indicative guide fee

STARTER AND MANAGER RESOURCES

DOC-017

New Starter HR Setup Pack

Build a repeatable and organised joining process for a growing SME.

Typically includes: Offer and contract templates, induction checklist, probation plan and starter forms.

FROM

£650

per pack

Standard guide fee

DOC-018

Manager HR Toolkit

A practical library of guidance and documents to help line managers manage people well.

Typically includes: Probation, absence, performance and conduct guides plus key template letters.

FROM

£750

per toolkit

Standard guide fee

DOC-019

Job Description & Person Specification

Create or overhaul one clear, inclusive and outcome-led job description.

Typically includes: One role profile, person specification and agreed revisions.

FROM

£135

per role

Indicative guide fee

DOC-020

Offer & Starter Letter Pack

Employer-branded basic offer, reference request and starter communication templates.

Typically includes: Up to five simple letter/email templates.

FROM

£175

per pack

Indicative guide fee

SERVICE CATEGORY 03 / 09

Employee Relations & Investigations



Manage difficult workplace situations fairly and consistently, from disciplinary and grievance processes to independent investigations and workplace mediation.

CASE ADVICE AND PREPARATION

ER-001

Employee Relations Case Support

Case-specific remote advice and drafting support for a defined employee issue.

Typically includes: Initial fact review, process advice and core correspondence up to agreed scope.

FROM

£350

per case

Standard guide fee

ER-002

ER Case Triage & Risk Assessment

Early-stage assessment to help the employer select a fair and proportionate route.

Typically includes: Up to 90-minute case review, risk log and immediate action plan.

FROM

£175

per assessment

Indicative guide fee

ER-003

Disciplinary Case Preparation Pack

Support the employer through charge formulation and hearing preparation.

Typically includes: Allegation review, invite letter, evidence checklist, chair questions and process guide.

FROM

£395

per case pack

Indicative guide fee

ER-004

Grievance Case Preparation Pack

Structured early support for a formal employee grievance.

Typically includes: Issue framing, initial risk assessment, meeting guide, invite and evidence checklist.

FROM

£395

per case pack

Indicative guide fee

ER-005

Capability / Poor Performance Case Pack

Formal performance process advice and documented improvement plan.

Typically includes: Capability pathway, improvement plan, meeting paperwork and outcome template.

FROM

£395

per case pack

Indicative guide fee

ER-006

Probation Concern Case Pack

Manage a disputed or underperforming probation period fairly and consistently.

Typically includes: Risk review, probation meeting agenda, invitation and outcome drafting.

FROM

£295

per case pack

Indicative guide fee

HEARINGS AND INVESTIGATIONS

ER-007

Remote Formal Hearing Chair

Independent chairing of a disciplinary or grievance meeting by Teams.

Typically includes: Preparation, one meeting up to two hours and a summary/recommended next steps.

FROM

£375

per hearing

Indicative guide fee

ER-008

On-Site Formal Hearing Chair

Independent chairing or support at a formal workplace hearing.

Typically includes: Preparation, one on-site hearing up to half a day and outcome recommendations.

FROM

£575

per hearing

Indicative guide fee

ER-009

Independent Disciplinary Investigation

Independent fact-finding where misconduct allegations need a documented investigation.

Typically includes: Terms of reference, document review, up to three interviews, report and evidence appendix.

FROM

£995

per investigation

Indicative guide fee

ER-010

Independent Grievance Investigation

External investigation into a formal grievance with a robust findings report.

Typically includes: Investigation plan, interviews, document assessment, facts/findings report.

FROM

£995

per investigation

Indicative guide fee

ER-011

Complex / Sensitive Workplace Investigation

Independent workplace review of harassment, discrimination or whistleblowing claims.

Typically includes: Conflict check, investigation plan, interviews and evidence-based confidential report.

FROM

£1,750

per investigation

Indicative guide fee

ER-012

Independent Appeal Hearing

An appropriately independent reviewer for an employee appeal.

Typically includes: Appeal papers review, hearing, and written recommendations/outcome support.

FROM
£495
per appeal
Indicative guide fee

COMPLEX CASE AND DISPUTE SUPPORT

ER-013

Suspension / Precautionary Measures Review

Assess whether precautionary action is necessary and proportionate.

Typically includes: Risk-based alternatives, process notes, draft letter where appropriate.

FROM
£195
per review
Indicative guide fee

ER-014

Settlement Discussion Preparation

Practical employer preparation for a proposed negotiated exit.

Typically includes: Option and risk discussion, process planning and correspondence drafting.

FROM
£395
per matter
Indicative guide fee

ER-015

Management Witness Statement Support

Help a manager prepare an accurate, structured factual statement.

Typically includes: Document review, interview and draft factual statement for approval.

FROM
£275
per statement
Indicative guide fee

ER-016

ACAS Early Conciliation Support

Assist employer with factual preparation, chronology and internal strategy.

Typically includes: Case chronology, document pack and settlement-option briefing.

FROM
£450
per matter
Indicative guide fee

ER-017

Employment Tribunal Preparation Support

Organise employer HR records and prepare process chronology for solicitor review.

Typically includes: Document index, chronology and internal witness preparation coordination.

FROM
£950
per matter
Indicative guide fee

CONFLICT RESOLUTION AND WHISTLEBLOWING

ER-018

Informal Workplace Conflict Facilitation

Facilitated conversation to help resolve a workplace relationship issue early.

Typically includes: Pre-briefs, structured facilitated meeting and actions summary.

FROM

£395

per facilitated session

Indicative guide fee

ER-019

Workplace Mediation

Independent mediation between employees or teams following suitable screening.

Typically includes: Individual pre-meetings, facilitated mediation session, agreed commitments.

FROM

£795

per matter

Indicative guide fee

ER-020

Whistleblowing Process Support

Support a controlled, independent process following a speak-up disclosure.

Typically includes: Initial triage, confidentiality plan, investigation route and escalation guidance.

FROM

£575

per matter

Indicative guide fee

SERVICE CATEGORY 04 / 09

Absence, Wellbeing & Performance



Manage sickness absence, support employee wellbeing and tackle performance concerns with a fair, practical approach.

ABSENCE MANAGEMENT AND ADJUSTMENTS

AWP-001

Absence Management Review

Help an employer address persistent or long-term sickness absence.

Typically includes: Absence record review, meeting pathway, template letters and action plan.

FROM

£500

per case

Standard guide fee

AWP-002

Long-Term Sickness Case Management

Support a complicated absence process through an agreed review period.

Typically includes: Meeting preparation, OH question drafting, adjustments discussion and outcome documentation.

FROM

£695

per case phase

Indicative guide fee

AWP-003

Short-Term Absence Improvement Plan

Introduce a fair process for frequent short-term absence.

Typically includes: Trigger review, manager guide, return-to-work and review-meeting templates.

FROM

£325

per plan

Indicative guide fee

AWP-004

Occupational Health Referral Pack

Prepare a focused evidence-based management referral and follow-up plan.

Typically includes: Referral questions, employee communication and management decision checklist.

FROM

£225

per referral

Indicative guide fee

AWP-005

Reasonable Adjustments Review

Support a manager to consider and document potential workplace adjustments.

Typically includes: Employee discussion guide, options matrix and review schedule.

FROM

£295

per review

Indicative guide fee

AWP-006

Return-to-Work Framework

Design a consistent return-to-work approach for sickness or other long absences.

Typically includes: Process guide, return-to-work discussion forms and manager briefing.

FROM

£395

per framework

Indicative guide fee

PERFORMANCE MANAGEMENT

AWP-007

Performance Improvement Plan

Create a fair, measurable development and performance plan.

Typically includes: One documented PIP, progress review template and manager briefing.

FROM

£225

per employee

Indicative guide fee

AWP-008

Performance Management System Setup

Create practical performance conversations and documentation for a small business.

Typically includes: Review cycle, objectives form, appraisal form, guidance and pilot session.

FROM

£695

per framework

Indicative guide fee

WORKPLACE WELLBEING AND DIGNITY

AWP-009

Wellbeing & Absence Policy Review

Review how employee wellbeing, reporting and absence support fit together.

Typically includes: Two-policy review with action plan and manager briefing.

FROM

£350

per review

Indicative guide fee

AWP-010

Menopause & Workplace Support Pack

Practical manager guidance and workplace support framework.

Typically includes: Policy/guidance note, adjustment conversation checklist and one briefing.

FROM

£495

per pack

Indicative guide fee

AWP-011

Dignity at Work / Bullying Prevention Pack

Update workplace standards, reporting routes and management expectations.

Typically includes: Policy, reporting flowchart, meeting checklist and implementation call.

FROM

£550

per pack

Indicative guide fee

SERVICE CATEGORY 05 / 09

Recruitment & Onboarding Support



From advertising vacancies to welcoming new starters, Vesta helps you build a structured, fair and positive recruitment journey.

RECRUITMENT CAMPAIGNS

REC-001

Recruitment Process Health Check

Review recruitment documentation, candidate journey and basic compliance.

Typically includes: Vacancy-to-offer review, risk/gap report and quick-win action plan.

FROM
£295
per review
Indicative guide fee

REC-002

Recruitment Advertising Pack

Prepare a clear, legally appropriate advert and interview materials.

Typically includes: Role brief, advert copy, shortlist criteria and interview scoring template.

FROM
£295
per vacancy
Indicative guide fee

REC-003

Recruitment Campaign – Advert & Sift

Support the main administrative stages of recruiting for one role.

Typically includes: Advert and role profile, applicant tracking, initial sifting and shortlist (up to 40 applications).

FROM
£595
per vacancy
Indicative guide fee

REC-004

Recruitment Campaign – Supported

Reduce hiring workload with screening and interview coordination.

Typically includes: Advert, application sift (up to 60), screening calls (up to 8) and shortlist report.

FROM
£995
per vacancy
Indicative guide fee

REC-005

Recruitment Campaign – Managed

Manage a recruitment process from brief to offer preparation.

Typically includes: One role: advert, screening, interviews/coordination, scoring and offer documentation.

FROM
£1,695
per vacancy
Indicative guide fee

INTERVIEWING AND CHECKS

REC-006

Structured Interview Toolkit

Equip managers with consistent fair interview questions and assessment criteria.

Typically includes: Role-based questions, scorecard, evaluator instructions and feedback template.

FROM
£225
per role
Indicative guide fee

REC-007

Pre-Employment Checks Process

Set up repeatable references, right-to-work and clearance processes.

Typically includes: Process checklist, communications and responsibility matrix.

FROM
£295
per framework
Indicative guide fee

JOINING, PROBATION AND LEAVING

REC-008

Onboarding Programme Design

Build a planned first 90 days for new starters.

Typically includes: Starter journey, induction checklist, manager guide, 30/60/90-day plan.

FROM
£595
per programme
Indicative guide fee

REC-009

Probation Framework Build

Design a clear probation process for all managers.

Typically includes: Review schedule, objectives, letters, forms and end-of-probation guidance.

FROM
£395
per framework
Indicative guide fee

REC-010

Leaver & Exit Interview Pack

Capture useful leaver feedback and manage exit steps consistently.

Typically includes: Exit questionnaire, leaver checklist, template letters and trend template.

FROM
£295
per pack
Indicative guide fee

REC-011

Outsourced Recruitment Administration

Remote scheduling, candidate liaison and recruitment record-keeping.

Typically includes: Agreed recruitment admin tasks without consultancy or decision-making.

PRICE
£40
per hour
Indicative guide fee

SERVICE CATEGORY 06 / 09

Employee Surveys & Engagement

Find out what your people really think, identify patterns and turn employee feedback into meaningful improvements.



STAFF SURVEYS

SUR-001

Employee Pulse Survey – Quick

A short, affordable anonymous sentiment check to uncover immediate employee concerns.

Typically includes: Up to 10 questions; set-up; 14-day window; headline response report and recommendations.

FROM
£275
per survey
Indicative guide fee

SUR-002

Employee Engagement Survey – Core

Understand engagement, communication and workplace priorities across the business.

Typically includes: Up to 20 questions; survey administration; response analysis; leadership results call.

FROM
£595
per survey
Indicative guide fee

SUR-003

Employee Engagement Survey – Enhanced

Deeper engagement insight across teams, including practical improvements.

Typically includes: Up to 30 tailored questions; up to 100 staff; thematic analysis; management report and action workshop.

FROM
£995
per survey
Indicative guide fee

SUR-004

Employee Engagement Survey – Multi-Site

Organisation-wide engagement project with multiple locations or teams.

Typically includes: Scoping, tailored survey, anonymised segment analysis, leader presentation and action roadmap.

FROM
£1,750
per project
Indicative guide fee

SUR-005

Quarterly Pulse Programme

Track improvement over the year using repeated, consistent short surveys.

Typically includes: Four short pulse surveys; basic trend dashboard and quarterly summary call.

FROM
£895
per 12-month programme
Indicative guide fee

EMPLOYEE LIFECYCLE FEEDBACK

SUR-006

New Starter Experience Survey

Explore how recent hires experience induction and early employment.

Typically includes: Survey design, anonymous results where feasible, insight note and improvement actions.

FROM
£295
per survey
Indicative guide fee

SUR-007

Exit Interview / Leaver Survey Programme

Understand common themes behind employee departure.

Typically includes: Interview or survey framework, up to five interviews and theme report.

FROM
£495
per programme
Indicative guide fee

CULTURE INSIGHTS AND ACTION

SUR-008

Workplace Culture & Values Diagnostic

Structured qualitative and survey research into culture and shared values.

Typically includes: Stakeholder interviews (up to five), mini-survey, culture findings and action roadmap.

FROM
£950
per diagnostic
Indicative guide fee

SUR-009

Survey Results Action Workshop

Turn employee feedback into ownership, actions and measurable next steps.

Typically includes: Facilitated 2-hour virtual workshop and prioritised action tracker.

FROM
£325
per workshop
Indicative guide fee

SUR-010

Employee Focus Group

Facilitated confidential group discussion about a defined employee experience theme.

Typically includes: Planning, one group up to 90 minutes, anonymised findings note.

FROM
£425
per focus group
Indicative guide fee

SERVICE CATEGORY 07 / 09

Manager Training & Coaching

Give managers the confidence to handle people matters through practical workshops, briefings and one-to-one support.



MANAGER WORKSHOPS AND BRIEFINGS

TRN-001

Manager HR Essentials Workshop

Help new line managers understand everyday HR responsibilities and fair processes.

Typically includes: 2-hour virtual workshop; materials and Q&A; up to 12 attendees.

FROM
£395
per workshop
Indicative guide fee

TRN-002

Managing Absence Workshop

Train managers on absence meetings, records, adjustments and fair review.

Typically includes: 2-hour virtual session, scenarios and takeaway checklist.

FROM
£395
per workshop
Indicative guide fee

TRN-003

Disciplinary & Grievance Workshop

Practical confidence-building training in fair formal procedures.

Typically includes: 3-hour workshop, case exercises and chair checklist.

FROM
£550
per workshop
Indicative guide fee

TRN-004

Managing Performance & Probation

Train managers to set objectives, record concerns and handle reviews.

Typically includes: 2-hour virtual workshop with PIP/probation tools.

FROM
£395
per workshop
Indicative guide fee

TRN-005

Recruiting Fairly & Interview Skills

Help managers run consistent, job-related and inclusive selection.

Typically includes: 2-hour session with interview scoring practice.

FROM
£395
per workshop
Indicative guide fee

TRN-006

Respect at Work / Harassment Prevention

Prevention-focused training on conduct standards and complaint routes.

Typically includes: Half-day interactive virtual or on-site workshop and attendance record.

FROM
£650
per workshop
Indicative guide fee

TRN-007

HR Compliance Update Briefing

Explain relevant recent legislation and practical employer actions.

Typically includes: 90-minute briefing, handout and Q&A tailored to the employer.

FROM
£295
per briefing
Indicative guide fee

MANAGER COACHING

TRN-008

Manager 1:1 HR Coaching

Practical one-to-one coaching for a manager dealing with workplace challenges.

Typically includes: 60-minute confidential management coaching session.

FROM
£95
per session
Indicative guide fee

TRN-009

Manager Coaching – Four Sessions

Structured practical development around leadership and people management.

Typically includes: Four 60-minute sessions, agreed goals and individual action plan.

PRICE
£395
per 4-session pack
Indicative guide fee

BESPOKE TRAINING AND ROLLOUTS

TRN-010

Bespoke Half-Day Manager Training

Customised workshop around the employer's biggest people-management challenge.

Typically includes: Up to 3.5-hour workshop, pre-session design and takeaways.

FROM
£695
per half-day workshop
Indicative guide fee

TRN-011

Bespoke Full-Day Manager Training

In-depth bespoke programme covering agreed HR topics and practical exercises.

Typically includes: Up to 7-hour facilitated training, slides, exercises and manager guides.

FROM
£1,095
per full-day workshop
Indicative guide fee

TRN-012

Train-the-Manager Policy Rollout

Support consistent implementation of updated policies across management.

Typically includes: 90-minute policy walkthrough and manager FAQs.

FROM

£295

per briefing

Indicative guide fee

SERVICE CATEGORY 08 / 09

HR Projects, Restructuring & TUPE

Navigate workplace change with expert project support covering restructures, redundancy, TUPE transfers, workforce planning and HR transformation.



RESTRUCTURING AND REDUNDANCY

PRJ-001

Redundancy / Restructure Support

Help employer plan and document a small-scale organisational change properly.

Typically includes: Initial options meeting, process map, core letters and manager guidance.

FROM
£750
per project
Standard guide fee

PRJ-002

Restructure Project – Expanded

Hands-on coordination of wider organisational change with several impacted roles.

Typically includes: Proposal documents, selection support, consultation papers and implementation plan.

FROM
£1,750
per project
Indicative guide fee

TUPE TRANSFERS

PRJ-003

TUPE Risk & Readiness Review

Early HR due-diligence and employment-liability information readiness support.

Typically includes: Scoping, people-data checklist, risk register and high-level transfer plan.

FROM
£650
per review
Indicative guide fee

PRJ-004

TUPE Transfer – Small Project

Structured transfer HR project for a smaller employer and defined employee group.

Typically includes: People-data coordination, communication drafts, consultation plan and transfer checklist.

FROM
£1,450
per project
Indicative guide fee

PRJ-005

TUPE Transfer – Large / Complex

Manage substantive people workstream of a complex transfer or outsourcing.

Typically includes: Detailed scoping; ELI coordination; employee communications; consultation programme and handover.

FROM
£2,950
per project
Indicative guide fee

PEOPLE AND ORGANISATIONAL CHANGE

PRJ-006

Change Management Plan

Help employers communicate and embed a significant HR or organisational change.

Typically includes: Stakeholder map, communications, project plan and manager toolkit.

FROM

£850

per project

Indicative guide fee

PRJ-007

New HR Function Setup

Build essential processes where HR has previously been informal or fragmented.

Typically includes: HR operating model, core workflows, people-file approach and 90-day roadmap.

FROM

£1,250

per project

Indicative guide fee

PRJ-008

HR Process Improvement Sprint

Redesign one underperforming workflow such as onboarding or absence.

Typically includes: Process review, new workflow, templates and handover.

FROM

£595

per workflow

Indicative guide fee

PRJ-009

Job Evaluation & Role Framework

Define job expectations and a consistent role structure for a small team.

Typically includes: Up to five job profiles, role comparison and grading recommendations.

FROM

£950

per project

Indicative guide fee

PRJ-010

Pay & Reward Benchmark Review

Compare pay approach with available evidence and identify pay structure risks.

Typically includes: Up to five job families, public-market desk review and recommendations.

FROM

£795

per review

Indicative guide fee

PRJ-011

Workforce Planning Workshop

Translate workload and future goals into a practical workforce requirements plan.

Typically includes: Half-day stakeholder workshop, staffing assumptions and action roadmap.

FROM

£650

per workshop

Indicative guide fee

PRJ-012

HR Due Diligence – SME Acquisition

Review people documentation and key employment risks ahead of an SME transaction.

Typically includes: Document request list, sample contract review, people-risk register and findings report.

FROM

£1,495

per transaction review

Indicative guide fee

PRJ-013

Policy / Culture Change Rollout

Coordinate communications and manager enablement for a new people policy.

Typically includes: Rollout plan, manager FAQs, employee communications and engagement briefing.

FROM

£595

per rollout

Indicative guide fee

SERVICE CATEGORY 09 / 09

HR Systems & People Strategy

Make HR work better with effective systems, useful people data, clear processes and a longer-term workforce plan.



HR SYSTEMS, DATA AND DASHBOARDS

SYS-001

HRIS Needs Assessment

Identify what an SME needs from an HR system before paying for software.

Typically includes: Requirements workshop, options scorecard and selection recommendations.

FROM
£495
per assessment
Indicative guide fee

SYS-002

HRIS Setup – Basic

Set up agreed core employee fields, workflows and standard documents in client software.

Typically includes: Basic platform configuration, employee field structure and admin handover.

FROM
£795
per implementation
Indicative guide fee

SYS-003

HRIS Data Cleanup / Migration Support

Support clean, controlled transfer of personnel data into an HR system.

Typically includes: Data-template mapping, basic validation and migration coordination.

FROM
£595
per project
Indicative guide fee

SYS-004

HR Metrics & People Dashboard

Create a practical reporting template for turnover, absence and workforce KPIs.

Typically includes: KPI definitions, Excel dashboard and manager handover.

FROM
£595
per dashboard
Indicative guide fee

PEOPLE REPORTING

SYS-005

Monthly HR Reporting Service

Produce a simple monthly people dashboard and brief advisory commentary.

Typically includes: Data refresh, absence/turnover summary and 30-minute review call.

FROM
£195
per month
Indicative guide fee

PEOPLE STRATEGY AND OUTSOURCED HR PLANNING

SYS-006

People Strategy & 12-Month Roadmap

Create an achievable people plan aligned to SME commercial goals.

Typically includes: Stakeholder discovery, 12-month priorities, metrics and quarterly milestone plan.

FROM

£995

per strategy

Indicative guide fee

SYS-007

Quarterly People Risk Review

Independent quarterly review of HR risks and management priorities.

Typically includes: Risk register refresh, one leadership meeting and short written action plan.

FROM

£350

per quarter

Indicative guide fee

SYS-008

HR Outsourcing Transition Plan

Plan a practical shift from internal/ad hoc HR to an outsourced operating model.

Typically includes: Current-state review, responsibilities matrix, handover and supplier/process plan.

FROM

£695

per transition

Indicative guide fee

SYS-009

Policy Compliance Subscription – Quarterly

Keep a small defined set of core HR policies on a planned review cycle.

Typically includes: Quarterly 60-minute review and up to two minor policy amendments per quarter.

FROM

£125

per month

Indicative guide fee

SYS-010

HR Project Management Support

Coordinate agreed HR workstreams, actions and stakeholder communications.

Typically includes: Project meetings, action log and stakeholder updates.

FROM

£85

per hour

Indicative guide fee

ONGOING HR SUPPORT

Monthly HR support

A consistent HR partner, predictable monthly investment and practical help when workplace issues arise. Choose the amount of hands-on support that suits your business.

RET-001

Core HR Support

Ongoing, named remote HR support for owners and managers handling everyday employee issues.

Typically includes: Up to 5 remote consultancy hours monthly; phone/email advice; routine ER; standard letters and templates; monthly check-in.

PRICE

£475

per month

Standard guide fee

RET-002

Enhanced HR Support

Hands-on outsourced HR partnership for employers with regular people-management cases.

Typically includes: Up to 10 remote consultancy hours monthly; priority advice; disciplinary, grievance, absence and performance guidance; meeting/outcome documentation; monthly people-risk review.

PRICE

£850

per month

Standard guide fee

RET-003

Monthly On-Site HR Support

Regular in-person HR support with a dedicated consultant at the employer's workplace.

Typically includes: One scheduled on-site day of up to 7 hours monthly; manager drop-ins; live HR issue review; documentation/process support; action plan and agreed remote follow-up.

PRICE

£1,000

per month

Standard guide fee

Monthly packages have defined time allowances and exclusions. Additional work, specialist projects, investigations and visits not expressly included in the written agreement are quoted separately.

WORKING WITH VESTA PEOPLE

Clear support. Clear next steps.

We know every employer is different. We'll help you identify the right level of support, agree the scope up front and keep the process practical.

01 **Tell us what you need**
A workplace issue, a one-off document, a survey, a business change project or ongoing support.

02 **We recommend a sensible approach**
We clarify the workforce size, complexity, deadlines and deliverables, then set out your options.

03 **You receive a written proposal**
Your scope, timescales, fees and any applicable VAT or travel costs are confirmed before work begins.

A few useful things to know

- The prices shown are indicative guide rates at October 2026, not an offer to provide unlimited work. Final quotations depend on scope, urgency, complexity, location and deliverables.
- "Typically includes" describes the usual service scope; we will confirm exactly what is and is not covered in your proposal.
- Where VAT is chargeable, it will be clearly identified in the quotation. Travel and other agreed expenses may be additional.
- Vesta provides practical HR and people-management consultancy. Regulated legal representation and specialist legal advice, if required, will be arranged or instructed separately.
- Some services in this edition have proposed launch fees and should be confirmed with Vesta before ordering.

LET'S TALK HR

Book your free 15-minute introductory HR call.

We can help you work out what you need - without pressure or unnecessary jargon.

BOOK A FREE INTRODUCTORY CALL →

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