

# FORTEM HR

A dedicated HR support function  
from the people you trust here at

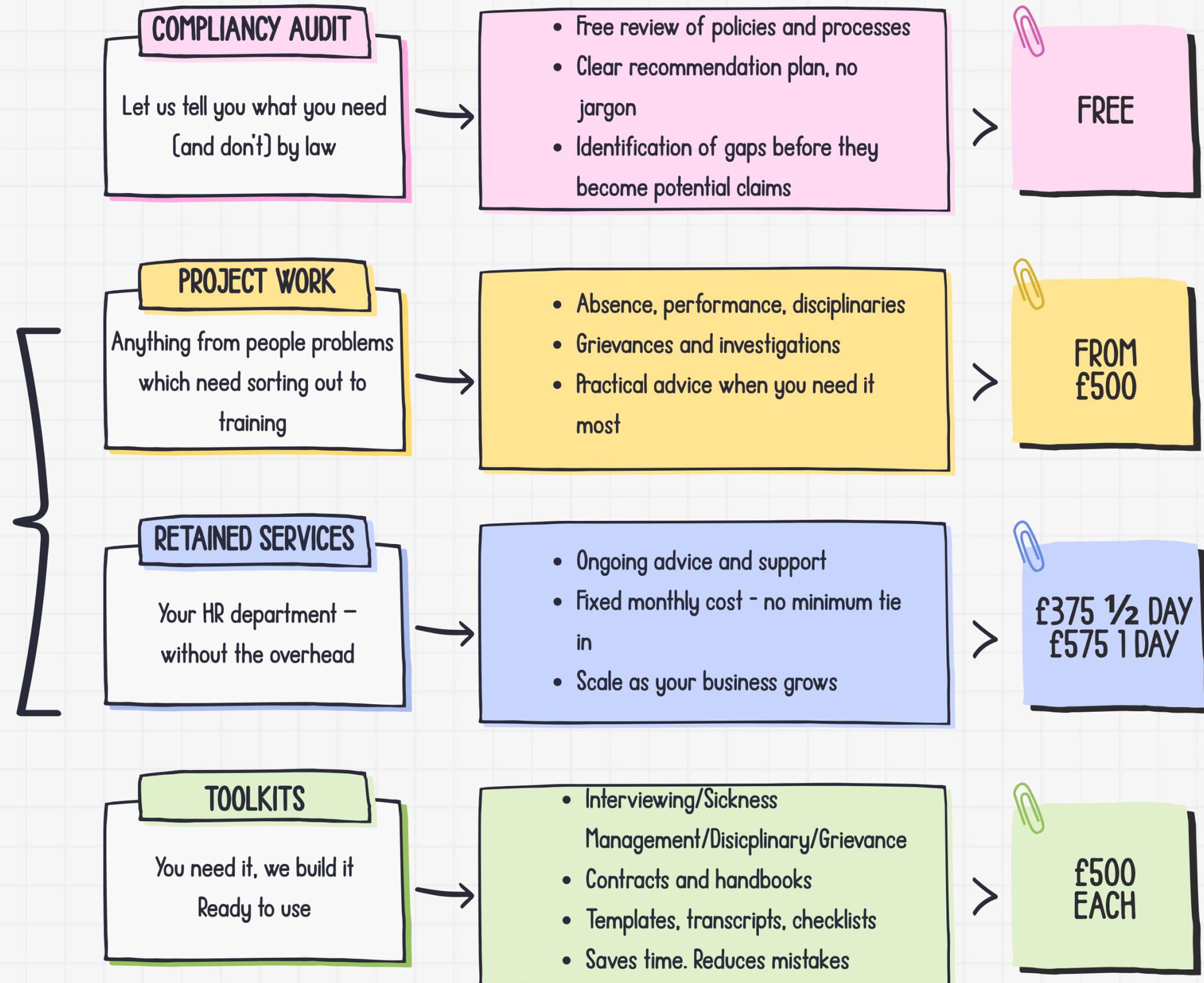
The Barn.

We're here to handle it.



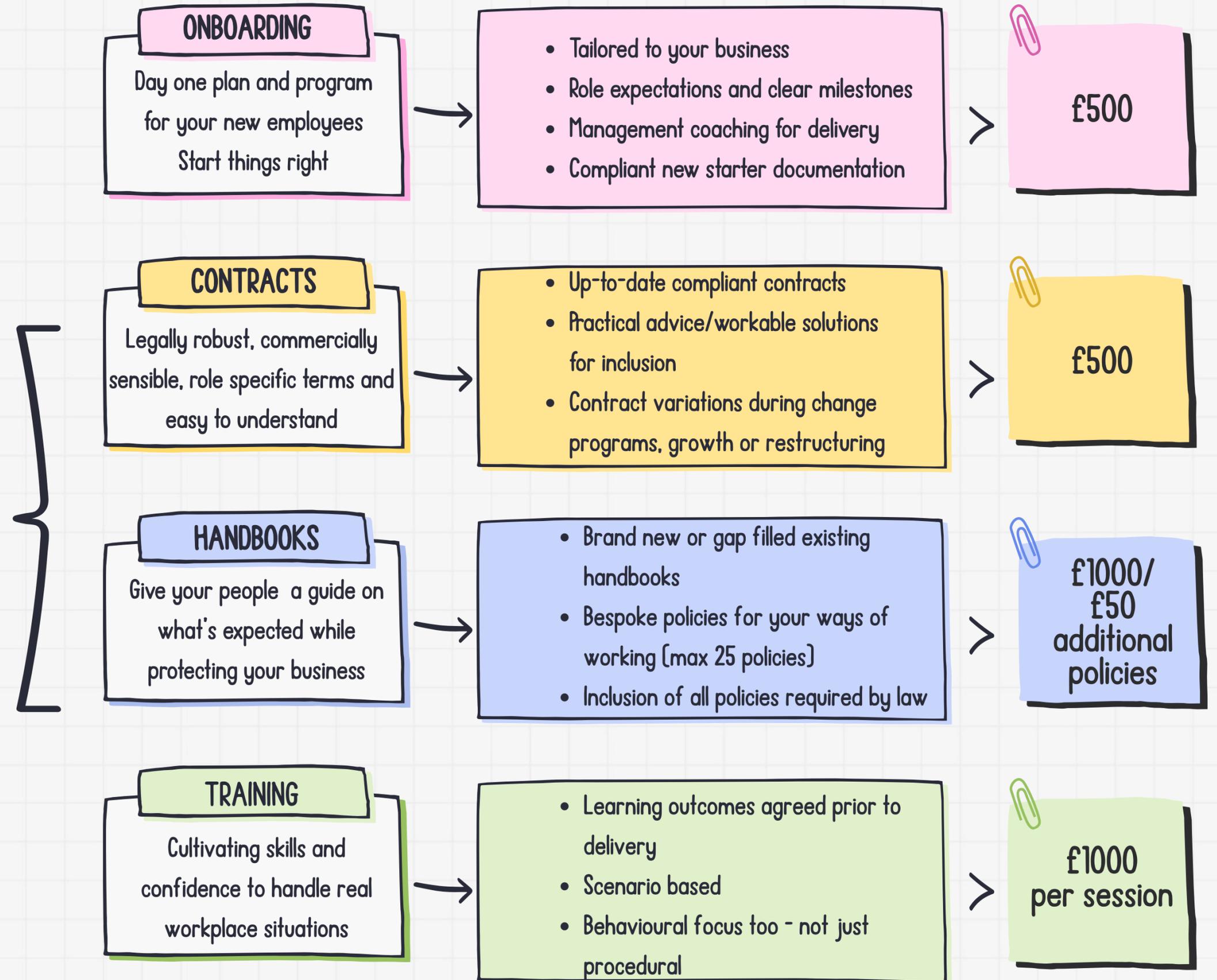


# FORTEM HR SERVICES





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# WHY FORTEM HR?



**1**

### Risk Mitigation

I always aim to reduce business risk for my clients. From unraveling ER cases to senior exits I aim to provide solutions, results whilst always promote compliancy

**2**

### Confidence in Legal Compliance

Employment law is complex and constantly changing. I ensure your policies, processes, contracts, and people management practices are legally compliant, reducing the risk of costly claims & disputes..

**3**

### Practical, Commercial HR Support

I provide clear, real world HR solutions that work in practice not just policy driven advice. My focus is on helping your business operate smoothly while managing people issues effectively and fairly.



**EMMA CILENTI**  
HR Consultant

CIPD qualified with a law background

**4**

### Cost-Effective HR

You get access to experienced HR expertise without the overheads of employing a full-time HR professional flexible support

**5**

### Empowering Managers and Leaders

Through hands on support and management training, I help build confident, capable managers who handle people issues correctly, consistently, and professionally.

**6**

### Difficult Situations

From disciplinarys and grievances to sickness absence and performance issues, I support you through sensitive and high-risk situations, giving you peace of mind and a clear, defensible approach.

# OUR SERVICES AND PRODUCTS





# FORTEM HR



## COMPLIANCY AUDIT

FREE

Our Free HR Compliance Audit helps businesses identify hidden risks, gaps, and outdated practices that could lead to costly fines, employee disputes, or legal exposure.

During the audit, we review your core HR policies, documentation, and processes to ensure they align with current employment laws and best-practice standards. You'll receive a clear, easy-to-understand summary of findings, highlighting areas of compliance, potential risks, and practical recommendations for improvement.

There's no cost and no obligation just valuable insight into where your HR practices stand and how to strengthen them. This audit gives you peace of mind, protects your business, and helps you build a compliant, well-managed workplace.

The result? Know your gaps in order to make your decisions.



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## PROJECT WORK

FROM £500

Our HR Project Support provides practical, hands-on expertise to help you manage people effectively, confidently, and compliantly. Whether you need support with handling complex people problems, or disciplinary and performance processes, we work alongside you to deliver clear solutions that protect your business and support your managers.

From investigations and disciplinaries to capability processes and restructures, we give you the confidence that matters are being managed correctly, reducing risk, saving time, and allowing you to focus on running your business.

Our approach is practical, supportive, and commercially focused delivering real outcomes, not just advice.

The result? Whatever you need handling, is handled.



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## RETAINED SERVICES

£350 1/2 DAY  
£575 1 DAY

Our retained HR support gives you ongoing, trusted access to expert advice that's tailored, responsive, and commercially grounded without long term lockins or faceless call centres.

Our retained HR support includes:

- A dedicated HR consultant who understands your business and people
  - Proactive, practical advice aligned to your goals and risk appetite
  - Ongoing support for day-to-day people issues and complex situations
- Guidance for managers on performance, absence, conduct, and change
  - Regular check-ins to stay ahead of issues before they escalate
  - Support with compliance, documentation, and best practice updates
  - Flexible support that adapts as your business grows or changes

The result? Reduced risk, stronger management capability, and HR support you can rely on without being tied into rigid subscription models.



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## TOOLKITS & BUNDLES

£500 EACH

Our HR toolkits provide clear, ready-to-use resources that help leaders handle people matters confidently, consistently, and in line with best practice without overcomplication.

- Easy-to-use templates, guides, and checklists for key people processes
- Practical tools for performance management, absence, and conduct etc.
  - Step-by-step guidance for managing common employee scenarios
- Manager conversation frameworks to support confident decision-making
  - Compliance aligned resources tailored to your business needs
  - Customisation to reflect your policies, culture, and risk appetite

The result? More consistent management decisions, reduced people risk, and empowered leaders who know what to do and when to do it.



# FORTEM HR



## ONBOARDING PROGRAMMES

£500

We design and deliver onboarding programmes that help new employees feel confident, connected, and productive from day one – while giving managers the structure and support they need to get it right.

- Tailored onboarding programmes aligned to your culture, role, and business goals
  - Pre-start support to ensure new hires feel engaged before day one
  - Clear role expectations, objectives, and early performance milestones
- Manager coaching to deliver consistent, high-quality onboarding conversations
  - Structured check-ins at key points (e.g. 30/60/90 days)
  - Compliance-ready documentation without overwhelming new starters

The result? Faster time to productivity, stronger engagement, and higher retention without adding pressure to your leadership team.



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## CONTRACTS

£500

We create employee contract templates that are legally robust, commercially sensible, and easy to understand – giving you confidence, consistency, and protection as your business grows.

Our employee contract support includes:

- Tailored contracts aligned to your business model and culture
- Role specific terms that reflect how your people actually work
- Up-to-date compliance with current employment legislation and best practice
- Practical advice on clauses such as probation, notice, restrictive covenants, and flexibility
  - Clear, easy to understand drafting that avoids unnecessary legal jargon
- Contract reviews for existing employees to address gaps or inconsistencies (if required)
  - Support with contract variations during change, growth, or restructuring

The result? Reduced risk, clearer expectations, and stronger employment relationships from day one.



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## RETAINED SERVICES

£1000  
£50 per each  
additional  
policy

We design employee handbooks that provide clarity and consistency without becoming shelf-ware – helping your people understand what's expected while protecting your business.

Our employee handbook support includes:

- Bespoke handbooks aligned to your culture, values, and ways of working
  - Clear, practical policies written in plain English
  - Legally compliant content reflecting current employment legislation
- Guidance on conduct, absence, performance, and workplace expectations
  - Flexible frameworks that support growth and change
- Review and refresh of existing handbooks to remove gaps or outdated policies
- Support with rollout and communication to ensure understanding and buy-in

We balance compliance with pragmatism, ensuring policies support good decision-making rather than restrict it.



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## TRAINING

£1000

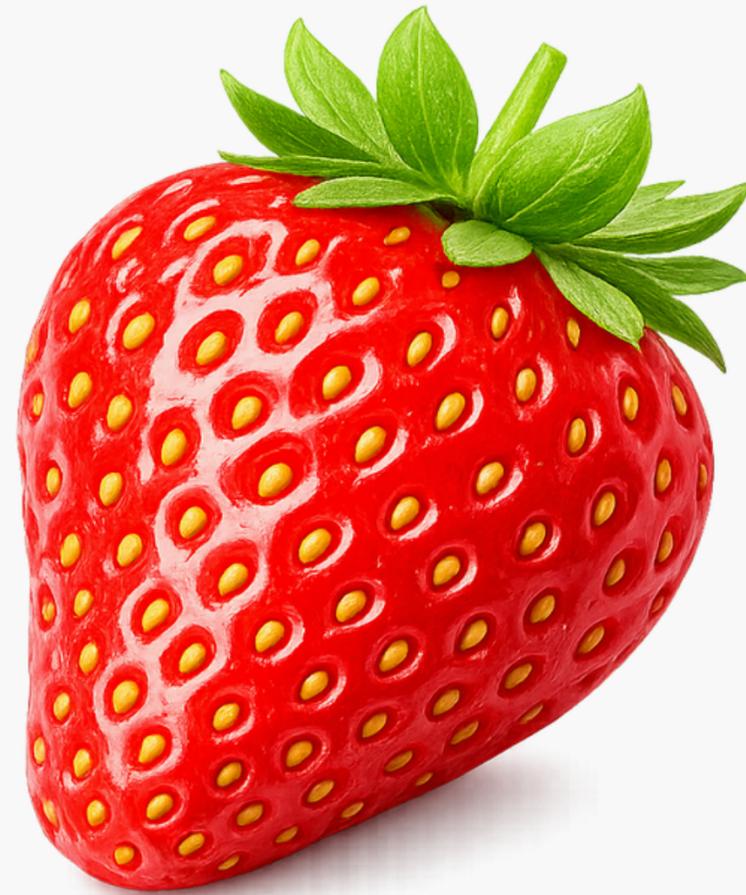
We deliver people-focused training that equips employees and managers with the skills, judgement, and confidence to handle real workplace situations not just theory.

Our employee and management training includes:

- Bespoke training designed around your business, culture, and challenges
  - Practical, scenario-based learning grounded in real-life situations
- Core people management skills (performance, absence, conduct, conversations)
  - Leadership development for new and experienced managers
  - Employee training on behaviours, expectations, and ways of working
    - Support with change, growth, and people risk management
- Flexible delivery: workshops, bite-sized sessions, or one-to-one coaching

The result? Reduced risk, stronger management capability, and HR support you can rely on – without being tied into rigid subscription models.

**NOT SURE  
WHAT YOU  
NEED?**



**CONTACT ME.**

**E: [EMMA@FORTMEPEOPLE.CO.UK](mailto:EMMA@FORTMEPEOPLE.CO.UK)  
T: 01756 748387  
M: 07939935760**