



BEAR AND WILLOW HR

Prospectus

This prospectus sets out everything Bear and Willow HR offers. From retained HR support and bespoke employment documents to health and safety partnerships and HR software. Whether you're hiring your first employee or managing a growing team, everything you need is in one place.



THE PROBLEM MOST SMALL BUSINESSES DON'T KNOW THEY HAVE

Running a small business is demanding enough without having to become an employment law expert. But here's the reality: most businesses with under twenty employees are operating without the HR foundations they legally need, not out of negligence, but simply because nobody told them.

The Employment Rights Act 2025 has changed the landscape significantly. From April 2026, day-one rights for statutory sick pay and family leave are already in force. From January 2027, the qualifying period for unfair dismissal claims drops from two years to just six months, meaning anyone you hire from July 2026 onwards falls under the new rules. The compensation cap for unfair dismissal is also being removed entirely.

These changes affect you whether you have one employee or 100. And they affect you now.

The gaps that cost small businesses most:

- No written employment contracts or policies in place
- Absence not managed correctly - no return to work interviews, no Bradford Factor tracking
- Flexible working requests handled incorrectly - now a day-one right under ERA 2025
- Disciplinary or grievance processes not followed - the number one cause of tribunal claims
- No documented probation process - especially critical from January 2027
- Health and safety obligations unmet or undocumented

Good HR isn't about paperwork. It's about protecting your business, supporting your people, and making sure that when something goes wrong - and at some point, something always does - you're ready.



MEET EMMA

Bear and Willow HR was founded by Emma-Louise Hutchinson MSc, a CIPD Level 7 qualified HR professional based in Hull, East Yorkshire.

With a Masters in Human Resource Management and active membership of the CIPD - the UK's leading professional body for HR. Emma brings genuine depth of expertise to every client she works with. Not just knowledge of the law, but a real understanding of how people and businesses actually work.

Emma's approach is simple: understand the business, understand the people, and apply the law and the policies to achieve the best outcome.

Qualifications & Credentials

- MSc Human Resource Management (Merit) - CIPD Level 7
- CIPD Level 5 in HR Management (Merit)
- Active CIPD member - CPD maintained to current standards
- Level 4 ELMS Data Analyst
- BA (Hons) Interactive Media / FD Digital Media Journalism



HR SUPPORT PACKAGES

All packages include access to the Breathe HR platform at no additional cost. Bear and Willow HR is not currently VAT registered, the price quoted is the price payable.

Package	Employees	What's Included	From
Seedling <i>6 month min. term</i>	1-9	• Full HR support & guidance • Email advice - 48hr response • Employment contracts & document review • Policy drafting & updates • HR health check at commencement • Breathe HR included	£300/mo <i>per month</i>
Sapling <i>6 month min. term</i>	10-19	• Full HR support & guidance • Email advice - 48hr response • Employment contracts & document review • Policy drafting & updates • HR health check at commencement • Breathe HR included	£499/mo <i>per month</i>
Grove <i>12 month min. term</i>	20-39	• Everything in Sapling • Proactive HR planning & strategy • Quarterly HR review meeting • TUPE guidance included • Redundancy process support • Same-day response for urgent matters • Breathe HR included	£799/mo <i>per month</i>
Forest <i>12 month min. term</i>	40+	• Everything in Grove • Dedicated named consultant • Bespoke pricing above 50 employees • Complex employee relations support • Strategic HR partnership • Breathe HR included	£1,200/mo <i>per month</i>
HR + H&S Combined <i>with Swain Safety Solutions</i>	-	• Full HR retainer support • Designated H&S competent person • Risk assessments & gap analysis • H&S improvement plan • Incident reporting system • 24/7 H&S advice line • Breathe HR included	£349/mo <i>per month</i>

Going it alone? If you're a solo trader building towards your first hire, our no-frills support package gives you access to HR advice and guidance from just **£59** per month, so you have the confidence to know you're compliant every step of the way.

Optional Extras

The following services are available to retainer and non-retainer clients, charged separately. Contact us for a quote.

- Disciplinary and grievance hearing attendance
- Employment Tribunal support and preparation
- TUPE consultation and project management
- Collective redundancy consultation
- Workplace investigations

Hiring an in-house HR Manager costs between £35,000 and £55,000 per year. A Bear and Willow HR retainer gives you CIPD Level 7 qualified HR support - and Breathe HR software - for a fraction of that cost.



WHAT OUR CLIENTS RECEIVE

Bear and Willow HR also provides professionally drafted, legally compliant documents tailored to your business. Available to purchase independently via the website, or included as part of selected packages.

Core HR Policies

- Sickness Absence Policy - including Bradford Factor guidance and return to work process
- Disciplinary Policy and Procedure - ACAS Code compliant
- Grievance Policy and Procedure
- Flexible Working Policy - updated for ERA 2025 day-one rights
- Equal Opportunities and Anti-Discrimination Policy
- Bullying and Harassment Policy
- Data Protection and GDPR Policy
- Social Media Policy
- Whistleblowing Policy

Employment Documents

- Bespoke employment contracts (employees and workers)
- Offer letter templates
- Probation review documentation
- Return to work interview forms
- Disciplinary and grievance letter templates
- Employee handbook

Ongoing Support

- Day-to-day HR advice via email and telephone
- Employment law updates as legislation changes
- Document review and updating as your business grows
- Tribunal risk assessment and early intervention

BEYOND HR

Bear and Willow HR believes great businesses are built on the right foundations, great people, safe workplaces, and the right tools to manage it all. That's why we've partnered with trusted experts who share our values.

Health & Safety - Swain Safety Solutions

A safe workplace isn't a nice-to-have, it's a legal requirement. Research shows that half of UK SMEs still rely on spreadsheets or paper to manage health and safety, and nearly half have at least one key document missing or out of date.

Brad Swain of Swain Safety Solutions works alongside Bear and Willow HR clients to build proper H&S management from the ground up. From risk assessments and gap analysis to incident reporting and 24/7 advice, Brad handles the safety side so you can focus on your people.

Combined HR and H&S packages from £349 per month.

HR Software - Breathe HR (Included in all packages)

As an official Breathe partner, Bear and Willow HR clients get full access to the Breathe HR platform as part of their package - at no additional cost. No separate licence. No extra bill.

Breathe puts your people data, holiday requests, sickness records, performance reviews, training logs and HR documents in one secure, cloud-based place. Everything your HR support generates lives alongside everything your business generates, connected, documented, and ready if you ever need it.

Included: Employee records • Holiday & absence tracking • Sickness management • Document storage • Performance management • Training logs • Employee self-service • e-signatures

NEXT STEPS

Getting started with Bear and Willow HR is straightforward. There's no lengthy onboarding process. Just a conversation about your business, what you need, and how we can help.

01

Get in touch

Email support@bearandwillowhr.co.uk or use the contact form at www.bearandwillowhr.co.uk

02

Book a free call

We'll have a short conversation about your business, your team, and where you might need support

03

We'll recommend the right package

No upsell. No pressure. Just an honest view of what your business needs

04

Get started

We set up your Breathe account, begin any document work, and you have HR support from day one

Bear and Willow HR

HR that helps you grow

support@bearandwillowhr.co.uk | www.bearandwillowhr.co.uk

★ HR Consultancy of the Year — Prestige Awards 2026 ★

