



CORNERSTONE
RESOURCES



OUR SERVICES - BUSINESSES 2025



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About Cornerstone Resources

Cornerstone Resources were established in 2018 by Rob and Nicci Birley. Both Directors have over 25 years HR experience each, gained in a variety of settings including Manufacturing Operations, Professional Services, Pharma, Charity, Retail, FMCG and have post-graduate qualifications in HR Management. We both have international HR experience, including working with and in US-based organisations. We are more than comfortable explaining the intricacies of UK employment law to non-UK nationals.

Our team are equipped to advise and support you on all things HR: from getting the basics in place, to advising on HR systems, Compensation and Benefits, Recruitment, Training and Development and Employee Relations issues.

We also have a few **different partnership arrangements**: one with a Health & Safety consultancy, who can ensure that our customers are compliant with all relevant UK Health & Safety legislation and another with a Legal Practice.

How we work with you

We work on a one-off or a retained basis. This means you can engage us for a specific project or you can choose to work with us over the long term. **The choice is yours!**

If you retain our HR services, we believe that having one main point of contact is the best way forwards for both you and us. You benefit from a knowledgeable HR professional and we get to know you and what you need. That's why you will always have one, consistent and experienced main contact. We may from time to time bring in other members of the team for specific pieces of work, that's only so we can ensure that we give you the best placed and most experienced team member to support you on a particular project.

We also don't tie you in to a lengthy contract. Whereas some HR Consultancies make you sign a 3 or 5 year contract, we want you to stay with us because you value what we do and how we work together with you. If you decide it's time to move on, all you need to do is give us 3 months' notice.

The other great benefit of working with Cornerstone Resources is that we offer a flexible service. We flex with you, allowing you to borrow or carry over up to 3 months entitlement.

So for a cost effective, professional and pragmatic HR service for your organisation, look no further than Cornerstone Resources!



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We offer a full range of HR services. If you engage with us on a retained basis, you can access all these services as standard. There are no hidden extras or premiums.

Getting the basics straight

Often, we start by getting the basics in place. If you've not had contracts reviewed for a few years, or potentially do not have any contracts, then it's a good idea to start there. From there, we can write policies, processes and employee handbooks to ensure that you and your team have clarity on how issues will be addressed as they arise.



We think HR admin (holiday booking, sickness tracking, secure personal data storage) should be automated as much as possible. So, if you feel the same, we can set you up with a free trial of Breathe HR's excellent software. Starting at just £18 per month + VAT for up to 10 employees, it won't break the bank!

HR systems

We love to save you time and money. We partner with a number of cloud-based systems that will reduce the amount of time you spend on admin, freeing you up to do more valuable tasks and your core role within your business.

"The organisation I work for used Cornerstone for outsourcing support. They listened to our needs and delivered a high quality, bespoke service that was delivered with professionalism and compassion."

Kate Shawcross, UK Charity

E-learning

Launching in 2025, we have a new E-learning platform with over 140 courses pre-built into it. ELMO is available for £30 per person per year and allows you a flexible system where you can add your own content and access bespoke Cornerstone content. If you are looking to upskill your team this coming year, this solution is for you!



**RELEASING HR'S
FULL POTENTIAL**



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Recruitment

Cornerstone Resources provide fixed fee recruitment options for all roles up to £50,000 per annum. Choose from one of the following options and we will guide you through each stage of the process.

What can we do for you?	Recruitment Essentials	Recruitment Premium	Recruitment Premium Plus
Careers page	✓	✓	✓
Prepare advert	✓	✓	✓
Advertise on Indeed	✓	✓	✓
Advertise on Cornerstone website and social media	✓	✓	✓
Send all applications to Client to make contact	✓	We make contact on your behalf	We make contact on your behalf
Create job description and person spec	✗	✓	✓
Optimised advert on job boards – Totaljobs, Reed, CV Library, CareerBuilder, Jobsite	✗	✓	✓
Shortlisting and managing all candidate contact (you will be able to view applications too)	✗	✓	✓
Arrange interviews	✗	✓	✓
Provide interview template with questions	✗	✓	✓
Conduct interviews	✗	✗	✓
Produce offer letter and contract	✗	✗	✓
Pre-employment reference checking	✗	✗	✓
Sliding scale rebate	✗	✗	✓



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Which package is right for you?

Recruitment Essentials (£345 + VAT per role). The Essentials package is aimed at administrative and technical roles where there is likely to be a good deal of interest from free advertising.

Recruitment Premium (£1,295 + VAT per role). The Premium package is aimed at mid-level roles where you need to cast the net wider in order to get the candidates you need. This includes access to all the main job boards in the UK. We will also complete screening interviews for you so that you receive a shortlist of qualified candidates for your role.

Recruitment Premium Plus (£2,495 + VAT per role). The Premium Plus package is our end-to-end recruitment process. We manage all candidate interaction for you right the way up to and including the issuing of contracts. This is the 'gold standard' package, which will help you make the right impression with your new starter.



What if I have multiple roles?

If you are recruiting for multiple roles, then you will pay the fee for each role. If, however, you are recruiting multiple people for the same vacancy, contact us for a quote

What about roles over £50,000 per annum?

More senior roles tend to need more of a 'sourcing' approach, in terms of the recruiter needing to find the candidate rather than relying on 'passive' recruitment, where we place an advert and wait for applications. At the moment, Cornerstone Resources are not able to provide a sourcing approach, but we can recommend recruiters who can help.

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What about niche roles under £50K?

Where roles are difficult to recruit, we will be upfront and honest about the chances of us being able to find the candidates you need. If we aren't convinced that we can find the candidates you need, then we will recommend other options that you could pursue.

Does Cornerstone offer a rebate if the candidate leaves early?

We have worked to reduce the cost of our recruitment packages to a minimum and as such we cannot offer a full rebate if the employee leaves early. If you take out the Premium Plus package, we will offer a partial rebate if the employee leaves within 12 weeks.

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Employee Benefits

If you are looking to enhance your employee benefits, we can help! Through our partnership with Enjoy Benefits, we can provide you with a leading Employee Benefits portal that is full of cost saving options for both you and your employees, including:

- Workplace Nursery Scheme
- Gym Benefit
- Cycle 2 Work
- Car Parking
- Car Scheme
- Mobile / Technology
- Will Writing
- Gadget Insurance (Discount for employees)
- Cycle Insurance (Discount for employees)
- Dining Cards - Taste Card
- Reward Scheme
- Holiday Exchange

Not only are the set up and monthly fees affordable, even for small organisations, but with only a relatively limited take up, the National Insurance savings could make this a cost neutral exercise. So, for a package that offers real value to your team, contact us for a demonstration.

Coaching and Mentoring

When employees are promoted to managerial roles, they often are selected because of their functional expertise and not because they are natural leaders. Too often, leaders and managers do not receive specific support on how to lead teams but are expected to hit the ground running. This is unrealistic and the impact of poor management can be devastating on the effectiveness of their teams, let alone on the confidence of the new manager. If this sounds familiar, why not take advantage of our coaching and mentoring programmes? We have the expertise to help drive organisational performance through effective management development. So, if you are struggling in this area, we can help you.





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Employee Relations

Got a complex Employee Relations issue? Our team are experienced at dealing with all kinds of complex issues including:

- Discipline
- Grievance
- Redundancy
- TUPE
- Sickness Absence
- Mental Health
- Performance and Capability

We support our customers in different ways from coaching and guiding managers and directors to conducting investigations and chairing meetings as an independent expert. We take a pragmatic approach, providing legally compliant and commercial advice to help you manage your situation. With the median cost of an unfair dismissal claim being £11,914 in 2023 and discrimination cases varying between £23,070 and £37,607 (not including the cost of legal representation), it pays to get professional advice.

Change Projects

Are you implementing a new way of working, opening a new site or introducing a new system? We are experienced at Project Managing large scale HR initiatives across different disciplines.

“Rob and Nicci have been extremely helpful, delivering some excellent seminars to help our team navigate major organisational change and supporting the team on a 1:1 basis”.

Hannah, UK Charity

Case Study

Cornerstone started working with ABP Technology in 2023, taking over their HR support from a large call centre based HR firm. Their previous experience was a non-responsive, risk averse service. Once they started with Cornerstone, their eyes were opened to the art of the possible.

“We engaged with Cornerstone as we are an SME looking to develop our People and HR strategy and function. The support we have had is fantastic. The support is flexible and fits our business need and circumstances. Cornerstone help keep us on track in our implementation of things despite our ongoing day-to-day distractions. Couldn't imagine being without their support now”.

Paul Topping, Finance Director, ABP Technology



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One-off, ad hoc Projects

If you would like to work with us on a project or a one-off piece of work, our rates are as follows:

GBP 93.50 per hour / GBP 680 per day plus VAT

Retained Packages

If you are looking for some HR support for the longer term, then it's more cost effective to take out one of our retained packages. These packages will allow you to access any of our areas of specialism and you can **flexibly move** up and down the packages as required.

We also allow our customers to carry over up to 3 months unused time or borrow against future months.

All this is available with **no contractual tie in** and just a 3 month notice period.

If you would prefer an experienced HR Manager who gets to know your organisation rather than a Call Centre, contact us today!

Package	HR Support per month	Cost	Who is it for?
HR Essentials	3 hours	£258.50 + VAT	Smaller organisations who wish to put the basics in place. May have some internal HR but want a specialist resource to refer to.
HR Premium	1 day	£618.75 + VAT	Larger organisations who want more support.
HR Premium Plus	2 days	£1,200 + VAT	Fast growing or larger organisations who want to professionalise their HR. May need help with recruitment programmes or training & development.

“These guys at Cornerstone are amazing, so helpful, professional and turn things round so quickly and nothing is too much of a problem. Their HR knowledge is awesome, and they have provided structured guidance during these challenging business times. Totally reliable and I would recommend Cornerstone Resources to any business wanting an outsourced HR function.”

Mark, Fix8 Group



For more information about us,
please see our website:

www.cornerstoneresources.co.uk

or call us on

0161 647 7990

for a free initial chat.

