

A close-up photograph of two hands shaking in a firm grip. The hand on the left is wearing a white shirt cuff, and the hand on the right is wearing a light-colored, textured sweater. They are shaking over a desk with several papers and a pen. The background is bright and out of focus, suggesting an office environment with a window.

HR Limited

Ward
Williams

A leading provider of quality HR support to our chosen clients

website: www.wardwilliamshr.co.uk

email: HR@wardwilliamshr.co.uk

About us

We are a leading provider of quality HR advice and business support to our chosen clients. We differentiate ourselves through the range of services we provide, tailored to the unique needs of each client. Our support covers everything from day-to-day HR queries and employee relations to strategic workforce planning, recruitment, training, and legal compliance. This all-encompassing approach allows clients to access everything they need from a single trusted partner, whether they require ongoing support or help with specific projects.

Our Team



Having joined the Ward Williams Group in 1998, Sally became the Managing Director of Ward Williams HR in 2007 when she became CIPD qualified.

Sally is passionate about HR and believes in delivering the personal touch to her clients. Sally has a wealth of experience and has witnessed a huge change in employment law and legislation over the last few years. She ensures she gets to know her clients and their businesses and firmly believes the success of her business is inextricably linked with the success of her clients.

Sally helps her clients with numerous HR exercises and is supported by a fantastic team.

Sally Phillips Managing Director



Kim joined the team in 2014 and was appointed Director in 2021. Having undertaken many of the HR roles within Ward Williams HR she has a great insight into the operational side of the business.

Kim enjoys a long-standing working relationship with our clients and enjoys the challenges in solving and supporting them through unforeseen situations. With a keen interest in growing the business, Kim is responsible for writing and publishing HR/Employment law related articles, blogs, and recording podcasts.

Kimberley Dalton HR Director



Emma Franks
HR Director

Emma joined the team at the beginning of 2023. Having worked in a variety of senior HR roles over the past 14 years she has brought with her a wealth of experience from various sectors.

Emma enjoys building meaningful partnerships with our clients and providing pragmatic guidance and solutions to ensure business success.



Evie Smith
HR Coordinator

Evie joined the team in June 2023.

This is Evie's first HR role, having previously worked as an Apprentice Hairdresser and Receptionist. She has been developing her HR skills and putting her knowledge to practice by providing clients with fantastic customer service and high-quality documentation.

Evie has recently begun studying for her Level 5 CIPD diploma in Human Resource Management.



Hannah Tomkins
HR Coordinator

Hannah joined the team in 2024. With a wealth of customer service experience, she joins us to embark on her HR career.

Hannah has exceptional interpersonal skills, attention to detail and is a highly skilled administrator.

Hannah is delighted to have the opportunity to understand and learn more about Human Resources within her role at Ward Williams HR.

Choose the option that is best for your business...

Annual Retainer

Our Annual Retainer package offers comprehensive HR and employment law support tailored to your business needs. With this package, you'll have a dedicated HR team that takes the time to understand your company, becoming an extension of your own team. Enjoy peace of mind knowing expert guidance is always just a call or email away.

The retainer package offers comprehensive HR and Employment Law support, including:

- Access to a dedicated advice line and email inbox for HR and employment law queries, available Monday to Friday, 8.30am–5.00pm.
- Support on key HR topics such as performance management, grievance and disciplinary issues, restructuring, redundancies, parental leave, absence management, and change management.
- Ensuring compliance with the complexities of employment law, ensuring that processes such as the above are handled fairly.
- Creation and regular updating of an Employee Handbook and policies.
- Provision and creation of HR documentation covering the entire employee lifecycle.
- Secure online systems for employee record keeping.

Adhoc Consultancy

Adhoc consultancy offers flexible, pay-as-you-go support without the commitment of an annual retainer. This model is ideal for businesses or individuals who need occasional expert advice, support, or documentation but do not require ongoing, regular consultancy services.

Key Features:

- On-Demand Support: You can access consultancy services only when you need them, whether it's for a specific issue, a short-term project, or urgent advice.
- Tailored Assistance: Support can range from administrative help to specialist advice, depending on your requirements.
- Documentation Templates: If needed, you can also receive ready-to-use templates and supporting documents as part of the service.
- Time-Based Billing: Charges are based on the actual working hours spent supporting you.

Additional Services available:

- **Recruitment**
- **Onsite visits and attendance at strategic meetings** - such as management or board meetings
- **HR Information System** - a secure cloud-based online system enabling you to access and manage all employee information and processes including:
 - Personal information such as DOB, address, emergency contact details
 - Employment information length of service, job role history, contracted hours
 - Absence, including holiday and sickness
 - Performance objectives
 - Organisation structure
 - Workforce analytics