HR CONSULTANCY LAUNCH PROGRAMME · BUILD YOUR DOCUMENT AND CONTRACT TEMPLATE LIBRARY

Template library inventory

The core documents and contracts a consultancy needs, each tracked by source, last legal review and version so nothing goes silently out of date.

01 How to track each template

For every template below, record three things: where it came from (source), when it was last checked against current law (last legal review, cross-referenced to Module 4), and which version each client received. That discipline is what stops a folder going quietly out of date.

- [ ] Record the source for each template: the reputable, current provider or tool it came from.
- [ ] Record the last legal review date, and re-check after every law change you track in Module 4.
- [ ] Record a version number, and note which version each client was issued.

02 Core contracts

The documents that form the employment relationship. Get these right first.

- [ ] Employment contract (source / last legal review / version).
- [ ] Offer letter (source / last legal review / version).
- [ ] Statement of main terms, if issued separately from the contract (source / last legal review / version).

03 Staff handbook

The reference employees are pointed to, kept consistent with the contract.

- [ ] Staff handbook (source / last legal review / version).

04 Key policies

The policies a compliant handbook rests on. Each one dated and versioned.

- [ ] Disciplinary policy (source / last legal review / version).
- [ ] Grievance policy (source / last legal review / version).
- [ ] Sickness policy (source / last legal review / version).

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- [ ] Absence policy (source / last legal review / version).
- [ ] Data protection policy (source / last legal review / version).

05 Letter templates

The everyday letters for common processes, ready to adapt per client.

- [ ] Invitation and outcome letters for disciplinary and grievance processes (source / last legal review / version).
- [ ] Probation, confirmation and reference letters (source / last legal review / version).
- [ ] Redundancy and end-of-employment letters (source / last legal review / version).

06 Keep it current

A template library is a living asset, not a one-time build.

- [ ] Set a review cadence, and a trigger to review immediately when the law changes (Module 4).
- [ ] Re-issue the current edition to clients after a material change, rather than leaving them on old wording.
- [ ] Retire superseded versions so no one picks up an out-of-date document by mistake.

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