

Waymaker Consulting

# HR Minute Taking Services & Pricing Guide



[www.waymakerconsulting.co.uk](http://www.waymakerconsulting.co.uk)



Thank you for considering Waymaker Consulting for your HR minute-taking needs.

# Hello there!

We specialise in providing independent, unbiased minute-taking services tailored to HR consultants, departments and organisations across various industries. Whether for grievance hearings, disciplinary meetings or other HR proceedings, our external perspective allows us to handle all your minuting needs with a neutral outlook, ensuring accuracy and impartiality.

With extensive experience in the HR sector, we understand the importance of transparency, accountability, compliance and confidentiality. Our professional minutes support your legal and reporting obligations, giving you a reliable record of every meeting.

Let us manage the minute-taking, so you can focus on what truly matters - staying focused on the conversation.

*Lydia*  
Founder, Waymaker Consulting

# Why Work with Waymaker

## Professional Minute Taking for HR professionals

Our independent, unbiased service is tailored to meet your specific needs. With meticulous attention to detail, we operate efficiently, ensuring that every meeting is accurately summarised and actioned professionally. We handle all your minuting needs, offering a neutral, external perspective that guarantees the minutes are free from internal biases.

Confidentiality is at the heart of our service. As an independent provider, we manage documents and discussions without judgment or bias, giving you peace of mind. Our extensive experience in the HR sector means we understand the importance of accuracy and maintaining a clear, unbiased record of meetings.

Let Waymaker Consulting support your HR needs by streamlining meetings and ensuring reliable, high-quality minutes, helping you stay aligned with policy reviews, procedural timelines and internal governance.



# Compliance Strategy & Support



We support HR professionals in developing and streamlining their compliance processes, ensuring clarity and confidence when handling employment laws and internal policies.

Our ongoing advice covers a structured approach to minute-taking by aligning with your existing frameworks, providing accurate records that support legal obligations and best practices.

By fostering a clear understanding of meeting structures, we enable individuals and teams to conduct discussions efficiently while reinforcing a positive workplace culture.

Strategic processes and long-term success require collaboration and vision. We work with HR teams to refine their objectives, frameworks, and governance structures, ensuring that meetings contribute to meaningful decision-making and impactful organisational change.

"Our HR team found Waymaker's service to be consistently professional and dependable. The minute taker quickly understood the context of our discussions, and the quality of the minutes have been valuable."

HR Department

# What to Expect

01

## DOCUMENTATION CREATION

We accurately create your agenda and papers. We also create and type directly into a minutes template for efficiency.

02

## ADAPTABLE STYLE

We take minutes in custom styles to suit your needs. Whether it's matching a previous style or creating something from scratch. They must be simple and clear.

03

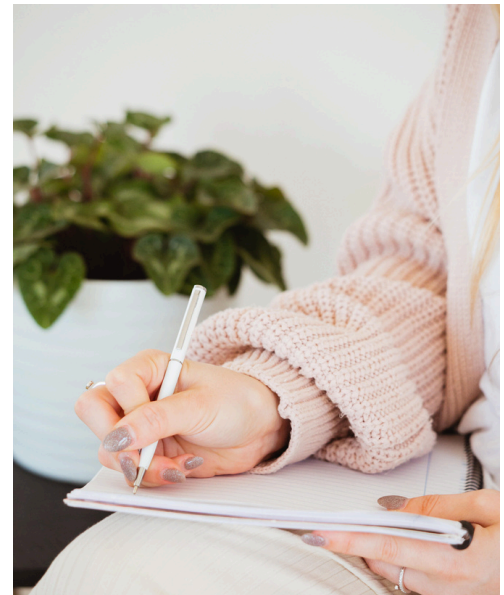
## EXPERT ADVICE

We take a lot of minutes in in all sorts of styles for all sorts of organisations, so if you need support to get your minutes to work for you and your team, we are happy to show you the way. A well run meeting makes all the difference.

04

## ACTIONS

Accurate and clear actions mean everyone knows what they need to do, what they will be reporting on in the next meeting and what the chair will hold them to account on. Clear actions keep up the momentum between each meeting.



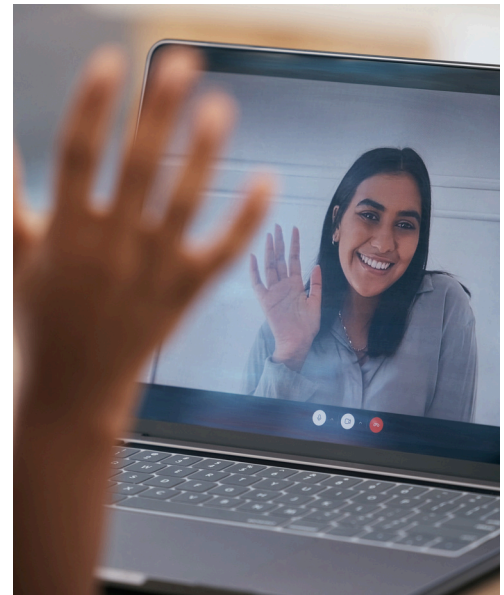
### How We Use The Time

All our work is timed using Clockify, for guidance this is what you can expect:

- Pre-meeting - 1 hour max
- Meeting - Length of meeting time (arrival to leaving if in-person)
- Post-meeting - up to double the meeting plus at least another 1 hour depending on the complexity of the meeting

# How It Works

- 01** **Book a Discovery Call**  
Tell us your business requirements. Do you need a virtual, hybrid, or in-person minute taker? Which dates do you need us, and how often?
- 02** **Sign the Contract & Statement of Works**  
Once we have identified your needs we will send you your contract and statement of works.
- 03** **Meet your Minute Taker**  
After the contract has been signed, we will introduce you to your minute taker who will handle all immediate needs for communication.
- 04** **Have Your Meeting**  
Hold your meeting virtually or in-person, and have our minute taker attend any which way you prefer.
- 05** **Approve your Minutes**  
After your meetings your minute taker will send your minutes to you. Once these have been approved we will send you an invoice for payment.



## Communication

[Book a Discovery Call](#)

### Office Hours

M - F 9:00am - 5:00pm

Email our Director

[lydia@waymakerconsulting.co.uk](mailto:lydia@waymakerconsulting.co.uk)



# Pricing

Our HR package is aimed to help consultants, departments and organisations across various industries achieve professional meeting minutes for grievances and disciplinaries and any other HR proceedings.

- ✓ £45 per hour + VAT during normal working hours
- ✓ £50 per hour + VAT during out of working hours
- ✓ Travel time at the hourly rate. Mileage at 45p per mile, or train ticket / taxi cost

We time our work and charge by hour + VAT. We bill in arrears once the meeting minutes have been approved by our contact within your organisation.

Virtual and in-person meetings are charged at the same rate

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Don't underestimate how good minutes can support your HR needs, ensuring clarity, compliance, and confidence in every conversation.

- Lydia



# Testimonials

## HR Support Consultancy



"We used one of the Waymaker team to minute a really difficult and complex hearing. It was a long meeting, very difficult to keep pace with and extremely sensitive. But Debbie was a consummate professional, did what she needed, got on with her duties quietly and effectively, sought advice when necessary and turned round the very long set of notes in quick time. She was accurate, the notes were well produced, and we were delighted. We would not hesitate to use Waymaker again."

## Law Consultants

"We found our minute taker Lydia to be efficient, thorough and very accommodating. Her excellent communication skills were essential and she was able to deal at short notice with minuting difficult meetings. We contacted a number of minute-taking services before settling on Waymaker and we made exactly the right choice. I have recommended Waymaker to other administrators and will continue to do so."

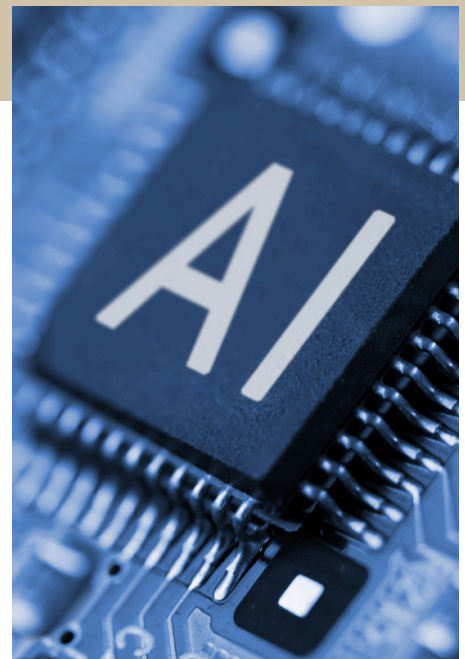


# AI in Our Services

At Waymaker, we recognise the remarkable advancements in AI tools over recent years. We often find these tools valuable for tasks like transcribing or summarising discussions. However, while AI can be useful, it has its limitations. AI tools frequently mishear words and struggle to interpret context or nuance.

This is where the expertise of a professional minute taker is indispensable, ensuring accurate, clear, and unbiased records. Unlike AI, we expertly manage large volumes of text, providing essential oversight and coherence by delivering polished minutes.

When handling confidential information, we prioritise responsible and accurate data use. To protect your privacy. We strongly advise against entering sensitive details, such as names or company information, into AI tools. While powerful, these tools are not immune to breaches, and safeguarding your data remains our top priority.



"We incorporate AI tools to streamline processes and enhance the quality of our services. AI serves as an effective editing tool, helping us refine language, structure, and formatting. This allows us to save valuable time, and helps us to focus on capturing the key details that matter most to your organisation."

# FAQs

Why do HR professionals need expert minute-taking services?

Our professional minute-taking services ensure that HR meetings, such as grievance hearings are accurately documented and maintain impartiality. This is essential for compliance with employment laws and internal policies, helping to maintain transparency, accountability, and consistency in decision-making.

Do you have experience with taking minutes for specific types of HR meetings?

We are experienced in taking minutes for all types of HR meetings, including grievance hearings, disciplinary proceedings, workplace investigations, redundancy consultations, performance management meetings, and strategic HR planning sessions, to name a few.

What is your process for reviewing and editing the minutes before submitting them to us?

Once the minutes are drafted, we send them to you for review and incorporate any feedback. After approval, the final version is submitted and we issue an invoice.

Can you handle remote or virtual meetings?

Yes, our minute takers are equipped to handle virtual meetings using platforms like Zoom, Teams, and others, ensuring accuracy and clarity even in a remote setting.

Can you provide references or examples of previous minutes you have taken?

While we cannot share specific examples due to confidentiality agreements, we provide client testimonials and guarantee the high quality of all minutes, with an opportunity for feedback after the first draft.

Do you offer any additional services for the HR industry?

Yes, alongside our minute-taking services we can help with governance and compliance support. We work with you to clarify goals and align them with governance frameworks, ensuring decisions and processes remain clear.

# Let's Get Started!

Schedule a call with us to discuss availability and any questions you might have.

07970753019

[Learn More](#)

Thank you for taking the time to read our Minute Taking Services & Pricing Guide. I hope it has answered all your questions.

I have great faith in my team that we're able to serve your business needs to make a way for your business to grow.

*Lydia*

Director

