Aalgaard
Renshaw
Business Solutions

For those who demand merely the best...

Aalgaard Renshaw

Welcome to our exciting and innovative Business Services Consultancy – Aaalgaard Renshaw Business Solutions Ltd.

We provide a vibrant, cutting edge "One Stop Shop" service, offering a range of opportunities and ideas designed to enhance your organisations' business performance.

With our fresh, dynamic, forward thinking approach and energetic business ethos, we can help make your ideas a reality.

The company offers a wide ambit of professional services to the private and public sectors, the third sector, small business, charities and community organisations. We work hard to develop good working relationships with our clients and believe that an in depth knowledge and understanding of your organisation is the basis of successful partnership working.

We strive to ensure that our work is of a professional standard and is delivered within the agreed timelines. We believe in prompt and effective communication and the delivery of a high standard of customer focused service.

Our principal expertise lies in providing project finance, project design and project management, working with Town and Parish Councils, Charities and Community Organisations, resulting in extensive positive experience and a high degree of success in these sectors.

Our success rate in the area of bid funding is currently 90%.

Aalgaard Renshaw recruits the best...we only employ consultants who have a proven record of achievement in their specialist areas of business. Therefore, our clients benefit from our professionalism and expertise.

Although we offer a wide selection of services, clients may choose to select as many, or as few, as they wish. We feel that this approach enables organisations to tailor make the service to suit their own needs and budget.

OUR ETHOS

At Aalgaard Renshaw our clients are important to us and we strive to ensure that each enjoys a positive working relationship with the company.

In order to provide our clients with a dedicated and professional service, each is allocated a 'Lead Consultant', who is responsible for:

- Compiling an 'in-depth' assessment of our client companies, so that we can better understand the strengths and needs of each
- Agreeing the ambit of our involvement with the client
- Liaising with the client and ensuring that the client has a defined point of contact
- Coordinating work to be carried out by other specialist consultants within the Aalgaard Renshaw organisation
- Compiling/ collating all reports to be submitted to the client

Good business relationships are important

We work hard in order to develop and maintain good working relationships with our clients.

Aalgaard Renshaw undertakes to ensure that its' work is of a consistently professional standard and that agreed timelines are met.

It is our belief that prompt and effective communication with our clients fosters trust and mutual respect.

We ensure that client concerns are addressed promptly in order to maintain our integrity and the goodwill of our clients.

Our clients deserve honesty

As a company, Aalgaard Renshaw is reluctant to accept business commissions which we believe that we are not best placed to deliver.

This is a rare occurrence. However, should we feel unable to fulfill the desired outcome that the client organisation anticipates, we may elect to forgo acceptance of instruction, outlining our reasons for that decision.

Aalgaard Renshaw Directors

Carolyn May is the Managing Director of Aalgaard Renshaw.

Carolyn has a background in commercial law and finance and has also spent many years working in Local Government and with Private Sector Businesses.

A graduate of both the Universities of Kent and Exeter, Carolyn has a particular interest in social inclusion projects and programmes aimed at improving the social experiences of children and adults with physical and psychological disabilities and the creation of genuine opportunities for those who live in deprivation. Carolyn is particularly successful in the design and project management of innovative and inclusive projects.

Jacquelyn Peskett is the Business Director of Aalgaard Renshaw.

Jacquelyn is a highly experienced Business Administrator and has worked successfully with several companies in the areas of Project Management, Grant Funding, Budget Management and Forward Planning.

Jacquelyn has extensive experience of working within the Third Sector and possesses an intrinsic understanding of the processes and requirements of charitable organisations. She is an accomplished researcher and grant funding specialist, with a particular interest in the rights of those who are disadvantaged.

If you have an idea but need assistance in order to bring it to fruition, please contact us for more information or, an informal chat.

GRANT FUNDING

Make it yours

Do you have an exciting project that requires funding?

Are you daunted by the amount of information demanded by potential project funders?

Does the complicated application processes and technical jargon used on application forms and guidelines confuse you?

We can help...

At Aalgaard Renshaw, we are experienced in the art of formulating successful bid funding applications, (with a current success rate of 90%) in order to assist our clients to obtain the necessary funding for:

- Project Design
- Consultation Exercises
- Feasibility Assessments
- Project Management

Let us help to make your project become a reality

The problems faced by small organisations

As Central Government funding cuts continue to be implemented, the impact of those reductions are being felt increasingly by local councils; community organisations; small businesses and by the third sector.

The reduction in centralised funding has arguably altered the manner in which non-core services are now being funded.

Traditionally, project costs would have been met from government sources however, austerity cuts have resulted in many organisations now being obliged to seek funding from alternative, independent, channels.

Consequently, it has been noted that an increasing number of groups and businesses are bidding for external funding resources, in order to provide capital for the provision of facilities and services which are additional to those determined by either contract or regulation.

As the demand for the scant resources of funders grows, the competition for external funding increases.

Evidence suggests that only those organisations with substantial resources to hand are able to employ a professional bid writer on a permanent basis. Consequently, smaller, less well funded applicants are, increasingly, finding themselves at a disadvantage in the bidding stakes.

Sector experience

The team at Aalgaard Renshaw has extensive experience of working with town and parish councils, primary schools, community groups and the third sector.

We understand the processes to be followed and endeavor to ensure that the passage through these rules and regulations is made as smooth as possible.

Each client has a 'Lead Consultant' as their point of contact and they will be responsible for co-ordinating all reports and/or information, for submission and approval.

By aiming to work closely with our clients, we feel this facilitates a good and positive working relationship.

We can help...

Let Aalgaard Renshaw be the ones to guide you through. For more information and an informal chat please contact us.

WE CAN HELP...

Aalgaard Renshaw offers a wide selection of bid funding services from which your organisation can select as many, or as few, as it wishes. We feel that this approach enables organisations to tailor our services to suit their own needs and budget.

Services offered include:

- **GRANT FUND RESEARCH**
- **FUND INVESTIGATION**
- **CLIENT ASSESSMENT**
  Does the client qualify for application?
  Is the client bid ready?
- **FUNDING APPLICATION COMPLETION**
- **ATTENDANCE AT MEETINGS**
- **CLIENT PRESENTATIONS:**
  to client groups and/or funders
- **ATTENDANCE AT GRANT FUNDER MEETINGS**
- **OBTAINING / COMPLETING ALL NECESSARY DOCUMENTATION THROUGHOUT THE PROJECT / FOR APPLICATION PURPOSES**
- **FUND MANAGEMENT**

PROJECT MANAGEMENT

Every successful project starts with a great idea. However, great ideas alone do not guarantee the desired outcome.

Successful projects require detailed design and planning.

We at Aalgaard Renshaw have the expertise to enable your organisation to deliver its' desired projects in a professional and timely manner, with the minimum level of disruption to your business.

Aalgaard Renshaw Consultants have undertaken the design and management of numerous projects including (though not exclusively):

- Play Areas
- Parks/ Sports and Leisure Facilities
- Public Seating Areas

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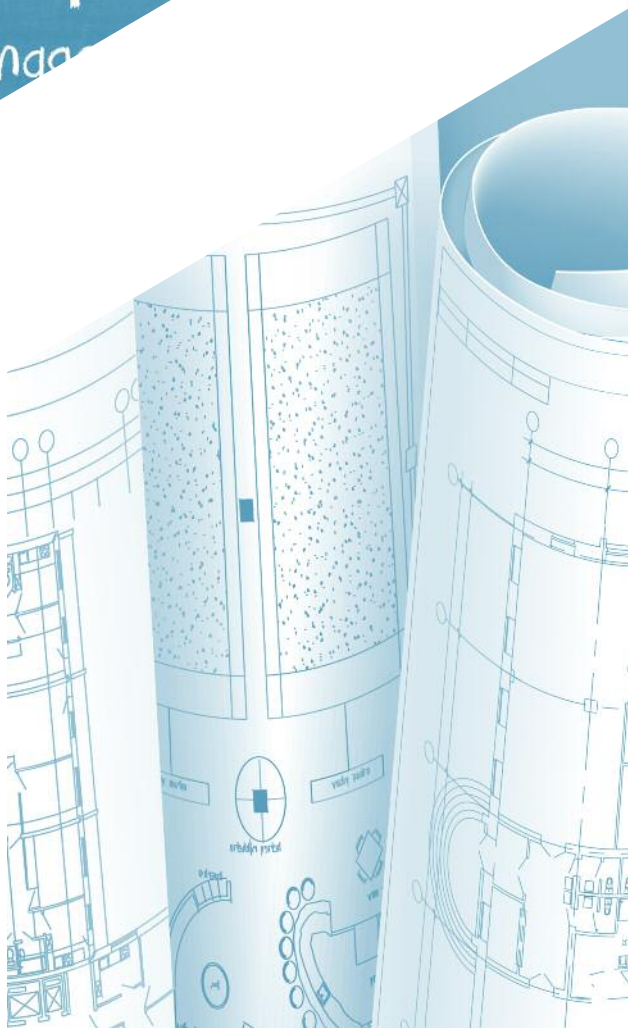


Often project planning is ignored in favour of progressing with the work. However, many people fail to realise the value of a project plan in saving time, money and many problems.

Our Project Planning Steps

1 PRE-PLANNING

- Project conception and initiation
- Consultation events
- Identification of partners/stakeholders
- Identification of deliverables
- Project definition and planning

2 DISCOVERY

- Determine project structure
- Objective setting
- Budget setting
- Milestone setting
- Time line setting

3 DESIGN

- Prototype concepts and response
- Project revisions

4 DEVELOPMENT

- Design completed
- Coding
- Environment testing
- Backup and recovery procedures
- Supporting plans. Once the development step is complete, the project is ready to be launched

5 IMPLEMENTATION AND FOLLOW-UP

Our Project Management Steps

1 AGREE PRECISE SPECIFICATION FOR THE PROJECT

The project specification should be an accurate description of what the project aims to achieve, and the criteria and flexibilities involved, its parameters, scope, range, outputs, sources, participants, budgets and timescales.

2 PLAN THE PROJECT PROJECT TIMESCALES AND COST

- Select project teams – preparation, dissemination and consideration of bid process documents if necessary
- Determine critical path analysis
- Financial planning and reporting; Contingency planning

3 INSTRUCTION OF PROJECT TEAM

4 AGREE AND DELEGATE PROJECT ACTIONS

5 ENABLE THE PROJECT TEAM

6 REVIEW, CHECK AND MEASURE THE PROJECT PERFORMANCE

7 COMPLETE PROJECT

- Review and report to client
- Complete relevant 'signing off' documents
- Follow up with client

PROFESSIONAL INVESTIGATIONS

Employers, UK wide, find that they are required often to deal with complex and contentious Employee Relations issues. In a high percentage of cases an internal investigation is necessary. Indeed, the employer has an unequivocal duty to investigate promptly and thoroughly as soon as the employer is 'put on notice' of an alleged wrongdoing.

Our Government encourages employers to call on an Independent Investigator where there are allegations of abuse, bullying at the workplace, harassment at work or discrimination in the workplace.

As more and more employees latch on to the Dispute Resolution Reforms, employers will find that they are required to undertake an `independent' and wholly impartial, grievance or disciplinary investigation.

We can help...

Aalgaard Renshaw provides an independent professional service, to both the public and private sectors, for the investigation of allegations, complaints or disciplinary matters.

Our areas of work include:

Disciplinary matters

We provide independent external support to an employers disciplinary processes in any or all of the following aspects:

- Investigation of disciplinary matter
- Formulating and communicating disciplinary charges
- Presentation of management case to disciplinary care
- Investigation in lieu of appeal

When we are engaged to undertake the investigation we will produce a report for the client within an agreed timescale, conveying the following matters:

- Charges
- Findings with reasons
- Conclusion whether there is a case to proceed to a disciplinary hearing

We will follow the employee's internal disciplinary procedures and are happy to use any internal template for our report, or to use our own if preferred.

As many employment disputes end up in the Employment Tribunal system we give careful regard to the ACAS Code of Practice on Disciplinary and Grievance Procedures and to employment law generally.

The Consultant assigned to your organisation can also attend any subsequent court or tribunal hearing in order to present their report.

Councillor complaints

We also provide an external investigation service for complaints made against local and regional Councillors in relation to alleged breaches of the Local Authority Code of Conduct.

In many cases the local authority will wish to externalize the investigation into such a complaint, in order to ensure the integrity of any resulting report and of the investigation itself.

When we are engaged to conduct the investigation we will:

- Introduce ourselves to the subject member and complainant and advise them of the process to be followed and the timescales involved
- Interview the complainant subject member and any other relevant witnesses
- Review relevant evidence
- Produce a draft report for comment by complainant and subject member within a defined timescale
- Produce a final report for the Monitoring Officer

We are able to attend and present our report to the local Standards Committee or any other committee of the council if required.

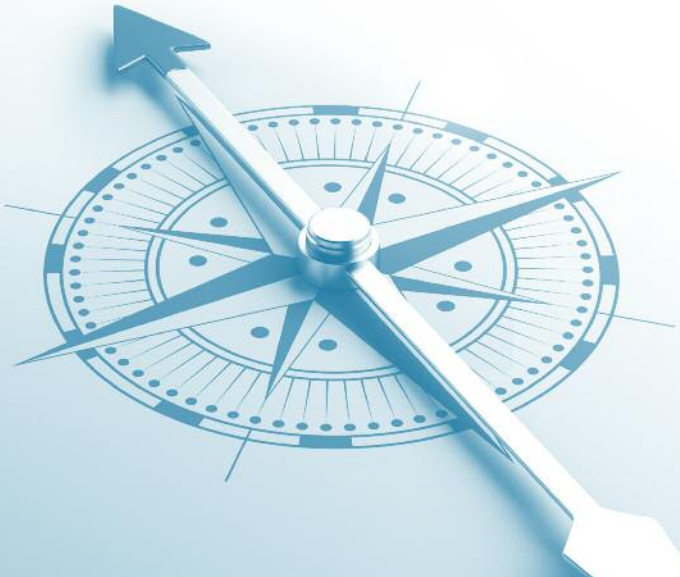
We understand the need for confidentiality and timeliness and will define a robust and fair investigation process.

BUSINESS REVIEW

Once your business is established and running well, you may be inclined to let things continue to run as they are. However, it's actually time to plan again. After the crucial early stages, you should regularly review your progress, identify how you can make the most of the market position you have established and decide where to take your business next. You will need to revisit and update your business plan with your new strategy in mind and make sure you introduce the developments you've noted.

The purpose of a business review is to investigate business situations whereby you identify and evaluate the options for improving business systems, defining requirements and ensuring effective use of the information process in meeting the needs of the business.

It's easy to focus only on the day-to-day running of your business, especially in the early stages. But once you're up and running, it can pay dividends to think about longer-term and more strategic planning. This is especially true as you take on more staff, create departments within the business, appoint managers or directors and become distanced from the everyday running of the business.



We can help...

At Aalgaard Renshaw, we have experienced business analysts who are able to design and undertake professional reviews and will detail the stages you should go through to assess how well your business is performing, highlighting your strengths and areas that could be improved and suggesting the actions you need to take to implement the improvements that you have identified.

The Benefits of using external consultants to provide this service are many however, the most important of these are:

- Consultants can be employed to deal with specific issues on an “as needed basis”
- Consultants bring a broader business perspective and therefore, can provide a dispassionate and objective view of the organisation

When carrying out a business review, we employ a framework for analysis that incorporates the strategic context and five sequential stages:

- Investigate Situation.
- Consider Perspectives
- Analyse Needs
- Evaluate Options
- Define Requirements

Your Lead Consultant will, at all times, maintain contact with you and address any issues that may arise. A clear business strategy will help to answer any concerns and show practical ways forward It's doubtful whether you will be able to answer these questions on your own – involving your Aalgaard Renshaw professional advisers, your fellow directors and your senior staff will all help to make your review more effective.

At the conclusion of the investigation, you will receive a detailed professional report, highlighting our findings and the Consultants recommendations will be submitted to the organisation.

Business Solutions

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