



HR Service Consultancy

The GCVS HR service has been supporting third sector organisations for over 20 years with cost effective, expert advice, ensuring compliance with employment law while supporting best practice.

For HR Service subscribers, a half day of consultancy per year is included in the subscription. Whether a subscriber of the HR Service or not, if you require support with a project longer, we can help with the following:

Job Evaluation

Evaluation to provide recommended grade and salary bandings in line with the HR Service's Grading Guideline and Salary Scales template. The process includes review of existing job description, questionnaire for post holder, 1:1 meeting with post holder and detailed report to support the recommendations which organisations can choose to adopt or adapt to suit their own scales.

Rates

- 1 evaluation £200+vat
- 2 job evaluations £350+vat
- 4 job evaluations £600+vat

**contact a member of the team for a bespoke quote for five or more evaluations*

Staff Handbook & Policy Review

Option 1 – Review of Existing Documents

Tracked changes and comments on all current organisational documents requiring review with recommendations and summary report outlining any policies etc. not in place plus provision of any documents not currently in place.

Rate £800 – £1,200+vat

**two to three days of consultancy charged at £400+vat per day*

Option 2 – Personalised Replacement Documents

Provision of template policies, contracts, handbook all standardised and compliant personalised with your logo and taking current policy specifics such as absence procedure, maternity, leave, etc. Includes summary report outlining any recommendations, review requirements and amendments/alterations made.

Rate £1,600 – £2,000+vat

**four to five days of consultancy charged at £400+vat per day*

Restructure

The HR Service can support organisations through the full restructure process by helping to design the new structure, review existing job descriptions, grades and salaries, provide consultation work and conduct group and individual 1:1 consultations with staff.

**Contact us for a bespoke quote dependent on level of support required.*

Settlement Agreement

GCVS can act on behalf of organisations with regards to protected conversations, negotiations and settlement agreements to mutually agree termination of employment which can be beneficial under certain circumstances.

Rate £500+vat

Recruitment Support

With ongoing skills shortages and a job-rich market, recruitment can be a long and therefore costly process for organisations. To help relieve some of the pressure, GCVS can support organisations with all of your recruitment needs with various options available from admin based such as creation and posting of adverts and application packs to full recruitment support with GCVS participating in shortlisting and interviewing.

Support	Salary up to £30k	Salary £30-50k	Salary £50k+
Option 1 Advert and application pack *full application pack created including application form, equal opportunities and criminal convictions declaration *advert based on job description and person spec *advertised on GCVS website, S1jobs and Goodmoves	£250+ advert costs	£250+ advert costs	£250+ advert costs
Option 2 Advert, app pack and pre/post interview *option 1 plus pack coordination, shortlisting form, interview assessment form, invite letters, successful/unsuccessful notifications, references, contract	£900+ advert costs	£1,200+ advert costs	£1,500+ advert costs
Option 3 Full Support *options 1 to 2 plus *HR professional support to shortlist appropriate candidates plus attendance on interview panel and scoring	£2,250 inc advert costs	£3,000 inc advert costs	£3,750 inc advert costs

**All costs are subject to VAT*

Interview Package – Albany Centre

Let us help you make the right impression. Our package includes the following:

- Meeting room for interview to take place within the Albany Centre, 44 Ashley Street, Glasgow, G3 6DS
- Personal meet and greet service
- Refreshments available throughout
- Equipment provided to carry out interview test/presentation
- Photocopying of paperwork if required

Half day package: £235 ex VAT

Full day package: £375 ex VAT

Note: All appropriate Covid-19 safety measures are in place within the Albany Centre following a Covid-19 Risk Assessment. More information can be found within our [Training & Events Brochure](#)