

## 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, 10% discount on all consultancy support is included. Whether a subscriber of the HR Service or not, if you require support with a project, we can help.

### **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*

### **Job Evaluations**

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 / Service User Satisfaction Survey**

Work/life balance is at the forefront of the post-COVID world, our team can support organisations to understand how staff feel about their role, benefits, remuneration and job satisfaction. We can also carry out surveys to review service delivery to ensure organisations meet expectations of those they support. Survey questions will be drafted for approval before being issued via Survey Monkey with a full report provided outlining responses, themes and raising any concerns from the confidential answers provided

#### **Rates**

- Up to 10 participants £300+vat
- 11 to 25 participants £600+vat
- 26 to 50 participants £800+vat
- 51+ participants £1,000+vat

## **Recruitment Support**

With ongoing skills shortages and a job-rich market, recruitment can be a long and, often, costly process for organisations. To help relieve some of the pressure, we can support you with all of your recruitment needs with a range of packages to make sure you get just the right level of support you need.

### **Option 1 – Advert and Application Pack**

Full application pack created including application form, equal opportunities and criminal convictions declaration with advert based on job description and person spec.

#### **Rate**

Any salary amount £125+vat

### **Option 2 – Advert, Application Pack with Pre & Post Interview Admin**

Option 1 plus pack coordination, shortlisting form, interview assessment form, invite letters, successful/unsuccessful notifications, requesting references and contract preparation.

#### **Rates**

Salary up to £30,000	£750+vat and advert costs
Salary £30,000 to £50,000	£1,000+vat and advert costs
Salary £50,000+	£1,500+vat and advert costs

### **Option 3 – Full Support**

Options 1 to 2 plus full HR professional support to shortlist appropriate candidates plus attendance on interview panel, scoring and appointing recommendations.

#### **Rates**

Salary up to £30,000	£1,500+vat, advert costs inc
Salary £30,000 to £50,000	£2,000+vat, advert costs inc
Salary £50,000+	£3,000+vat, advert costs inc

## **Restructure / Redundancy**

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 support and conduct group and individual 1:1 consultations with staff.

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

## **Settlement Agreement**

Our preferred employment solicitor can act on behalf of organisations to carry out protected conversations, negotiations and settlement agreements to mutually agree termination of employment which can be beneficial under certain circumstances.

#### **Rate**

on request