



## **EVH HR Support & Consultancy Services Guide**



supporting  
social  
employers

[www.evh.org.uk](http://www.evh.org.uk)

5th Floor, 137 Sauchiehall Street, Glasgow, G2 3EW

Tel: 0141 352 7435 email: [hr@evh.org.uk](mailto:hr@evh.org.uk)



# WELCOME

**EVH's HR Support & Consultancy Services** are a flexible, efficient, way for members and non-members to access a variety of resources to suit your organisational needs. Support can be provided remotely or in-house and we charge a standard half or full day rate.

## Why Us?

We aim to make policy, terms & conditions and employment law easy to understand. We take the time to understand your needs and ensure we focus on your requirements. We provide a personalised, confidential and solution-based approach.

## HR Support included in EVH membership:

- **Access** – our team members can be contacted in person, by telephone or email and aim to respond to all communication within 24hours.
- **Advice** – our team of Advisors all hold a Paralegal Certificate in Employment Law and can provide expert advice on all HR matters, letters, templates, processes, policy, procedure, best practice, law , employment and terms & conditions.
- **Disciplinary/Grievance Hearings and Appeals** – we support committees when they need to form a panel for hearings and provide advice on the process to ensure fair and consistent decision making. We also support managers, team leaders and supervisors with advice and support throughout the process and always advise on potential risks.
- **Documents** – we provide terms & conditions, policies, guidance, flow charts, information notes and template letters for every employment subject. We continually update and add to our library and encourage suggestions for new topics to provide support on. Our website is stocked for members to access and download resources as required.
- **Flexibility** – we welcome members visiting our offices for a coffee to discuss any issues or concerns and we can visit a members' premises if preferred.
- **Redundancy/Restructure** – this is always a challenging time for staff, managers and committees. We can come onsite to help plan all of the steps, provide advice at every stage of the process and be available to support you.
- **Support** – Often required during challenging times such as budget cuts, restructure and redundancy, we can help keep the process compliant and tick all the boxes.



## Consultancy Services available:

### Disciplinary/Grievance Hearings & Appeals

For managers, team leaders and supervisors we can attend the hearing to provide advice on the process to ensure fair and consistent decision making. We always advise on potential risks.

### Health Checks

We attend on-site and review personnel file contents, processes and procedures, providing advice on how to streamline.

### Onsite Support

We can spend time with you for whatever is required for one-off HR projects or regular support with agreed days/hours to suit your requirements.

### Investigations

For complex matters, struggling for time or needing someone independent, we can investigate any disciplinary, grievance or other matter, providing a full written report and will meet the panel to discuss the outcome and recommendations.

### Minute Taking

We can provide a minute taker who will attend the meeting and record discussions, providing a typed record during any formal investigations, hearings, consultations or absence reviews.

### Policy Review

A full review service is available for all policies comparing compliance with employment law and best practice with a written report including recommendations. Also available is contract review, Ts&Cs review etc.

### Surveys

Using Survey Monkey we can prepare surveys for staff engagement, event evaluation, customer satisfaction or any other subject feedback is required for. A full summary report will be provided.

### Short Life Working Groups

If you are planning changes to Terms & Conditions, policy or contracts, a Short Life Working Group with employer and employee representatives can benefit from independent support provided onsite.

Consultancy Length	EVH Member Rate	Non-Member Rate
Half Day	£300+VAT	£450+VAT
Full Day	£450+VAT	£675+VAT

**(Costs include all expenses)**

***Our prices are based on total consultancy duration, offering great value for money.***

## Additional Services

The team can also provide a number of additional services above and beyond those included in EVH membership or the Consultancy Service rates. Each of these have their own rates , contact a member of the team for a quote.

### 360' Appraisals (£225+VAT per appraisal)

Through use of Survey Monkey, we will draft the survey questions for approval, issue to all relevant parties, send reminders as required and submit a full summary report, maintaining confidentiality of all participants throughout the process.

### Job Evaluations (£500-up to 2 posts, £950-up to 4 posts, £1,200-up to 6 posts, £1,450-up to 8 posts)

A full evaluation includes the staff member and line manager completing a form, provision of the job description, role profile and interview with the staff member. A full written report is then provided with the option to discuss the results and potential next steps.

### Settlement Agreements

A legally binding document necessary for a variety of situations when the employment relationship is being terminated to ensure both parties rights and interests are clearly defined and protected. Our team can provide a full service including drafting the agreement and negotiating terms.

### Training (£350 per half day, £600 per full day, VAT not applicable)

All members of our team have significant experience in delivering a variety of training courses such as absence management, GDPR, loneworking and appraisals. Each session is tailored to meet organisational needs and expectations with advice and support on relevant examples.

### Redundancy or Restructure (please enquire direct for a quote)

In addition to the support above included in standard membership, we can also attend group and individual consultation meetings.

## Team Contact Information

Lorna Ravell	HR Support Manager	<a href="mailto:lorna@evh.org.uk">lorna@evh.org.uk</a>	0141 352 7436
Lindsey Dinnen	Lead HR Advisor	<a href="mailto:lindsey@evh.org.uk">lindsey@evh.org.uk</a>	0141 352 7430
Kim Beattie	Senior Recruitment & HR Advisor	<a href="mailto:kim@evh.org.uk">kim@evh.org.uk</a>	0141 352 7426

