



supporting
social
employers

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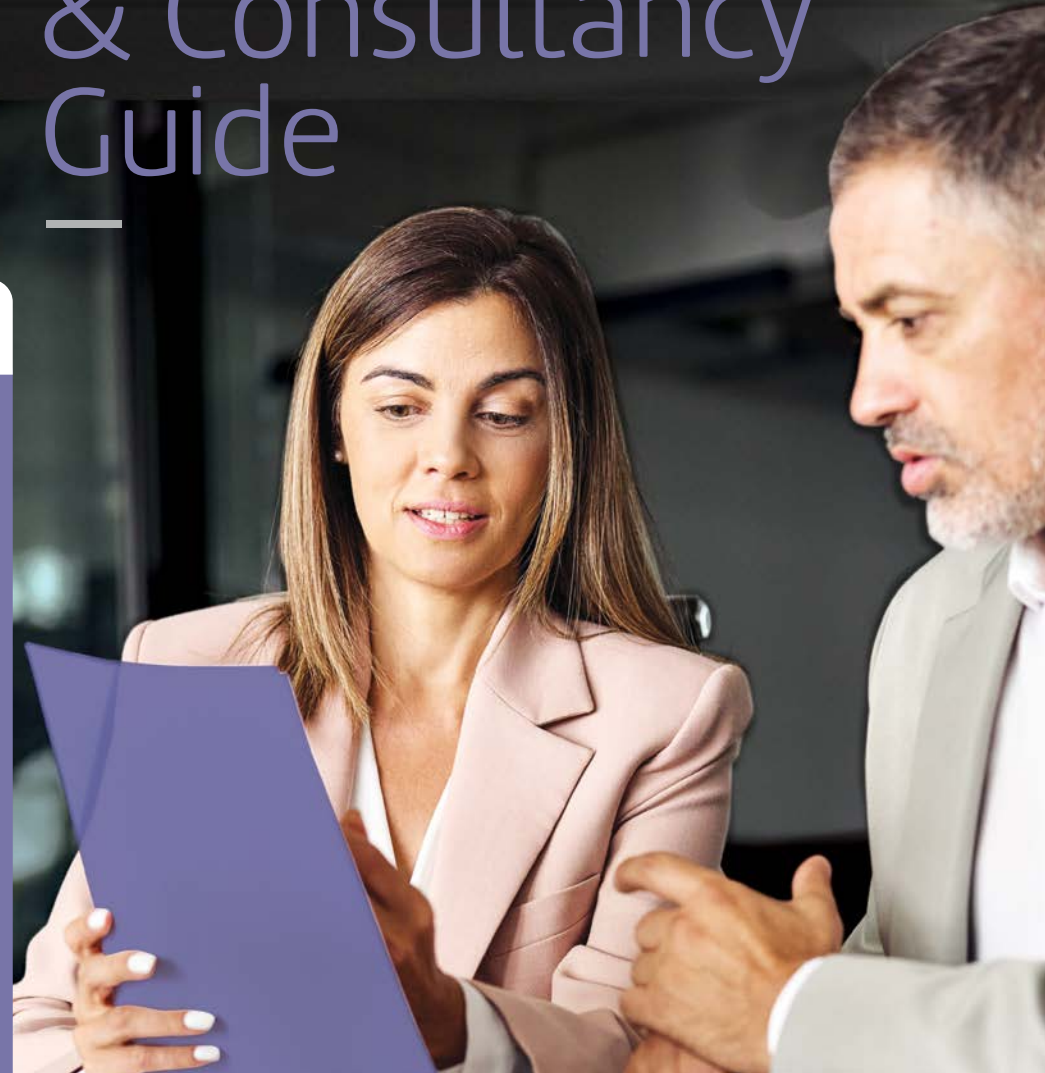
 EVH Ltd - Supporting Social Employers

EVH is a company registered in Scotland No. 184547



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HR Support & Consultancy Guide



HR SUPPORT

What We Provide

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 24 hours.
- **Advice** – our team of Advisors provide expert advice on all employment matters, taking account of best practice, legislation and terms and conditions while advising on risks to the organisation.
- **Formal Hearings and Appeals** – we support governing bodies 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 that should be considered.

- **Documents** – we provide terms & conditions, policies, guidance, flow charts, information notes and template letters for all aspects of the employment relationship. 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. We can also meet online via Zoom or Teams.
- **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.



Consultancy Services

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.

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, terms and conditions review etc.

Surveys

Using Survey Monkey we can prepare surveys for staff engagement, 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.

Half Day Consultancy

EVH Members: £300 + VAT

EVH Non-Members: £450 + VAT

Full Day Consultancy

EVH Members: £450 + VAT

EVH Non-Members: £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 more information.

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 + VAT – up to 2 posts,**
- > **£950 + VAT – up to 4 posts,**
- > **£1,200 + VAT – up to 6 posts,**
- > **£1,450 + VAT – up to 8 posts**

A full evaluation includes the staff member completing a job outline form and interview with the staff member. A full written report is then provided with the option to discuss the results and potential next steps.

For further information please contact HR@evh.org.uk.