



About the HR Services Partnership and the way we work

About us

The HR Services Partnership was set up in January 2003 to provide bespoke HR support specifically to smaller organizations in the voluntary and community sector. Our HR Consultants and Advisers are directly employed, fully qualified Members of the Chartered Institute of Personnel and Development (CIPD) and have a wealth of HR and management experience coupled with strong customer service and business awareness.

The way we work

We believe strongly in working in partnership with our clients. This means we look beyond the narrow HR focus to understand your ambitions, your attitude to risk, and your organisation culture. We then work towards ensuring that the HR support we provide you with matches these.

We also know that your need for HR services is likely to fluctuate over time. We work with clients to try and anticipate needs, and ensure that you receive as much or as little support as you need and want.

Call us for an initial discussion



Supporting you

We assign a small team of staff to look after your needs. Your HR team is available either by email or telephone. However, our support isn't solely provided remotely. We can also work alongside your managers. (e.g. supporting a manager with a difficult grievance meeting; being part of an interview panel or, conducting a disciplinary investigation).

What we cover:

- ✓ **Strategic HR**
- ✓ **Employee Disputes and Conflict Resolution**
- ✓ **TUPE Transfers**
- ✓ **Recruitment and Selection**
- ✓ **Essential HR Documentation**
- ✓ **Redundancy, Restructure and Reorganisation**
- ✓ **Performance and Managers**
- ✓ **Absence Management**
- ✓ **Training and Development**
- ✓ **HR Administration**
- ✓ **HR in Education**
- ✓ **Staff Surveys**
- ✓ **Career Transition**
- ✓ **Salary Benchmarking**

Tel: 01403 240205

www.hrservicespartnership.co.uk

How can I improve skills?
 HOW DO I INTRODUCE A NEW PAY STRUCTURE?
 What is the process we need to follow?
 How can we adapt?
 WHO CAN I TURN TO?
 We need a strategic approach?
 HOW DO WE UPDATE OUR STAFF POLICIES?
 We haven't got the time!
 HOW CAN WE DO THIS LEGALLY?
 What do my staff really think?
 WHO CAN I RELY ON?
 What is the risk?
 Why are some staff always calling in sick?
 How can I reduce recruitment costs?



The Right choice HRSP

We definitely made the right choice in choosing HRSP and would have no hesitation in recommending them.

Tracie Colin-McKenzie, Trustee, Worthing Women's Aid.

“A professional and efficient service in a friendly, pragmatic way”

I have worked with HRSP during my time as CEO of several charities and would not hesitate to recommend them to others. In my most recent role as CEO for Samaritans we have used HRSP to provide support to our branches regarding employing staff and also to provide independent advice and support to our busy HR team at the Central Charity. HRSP quickly built up good working relationships with the HR team and staff and soon grasped an understanding of our complex structure and unique way of working. HRSP have provided a professional and efficient service in a friendly, pragmatic way.

Catherine Johnstone, CEO – Samaritans

“Tailored their service and advice”

“On being appointed, the HR Services Partnership very quickly understood the ethos and culture of our organisation and tailored their service and advice accordingly. In my experience of a range of HR service providers, their help in bringing our HR policies and procedures in line with good practice and regulatory requirements has been second to none. In addition and equally important, working with all members of their team has been a pleasure”.

Adrian Maunders, CEO, English Rural Housing

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