



Essential HR Documentation

- Are your policies and procedures up to date?
- Do you regularly review your contract to ensure it properly protects you?
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Preventing staffing problems is about having a combination of well-trained managers, effective contracts of employment, well written staffing policies and efficient administrative systems. Having these basic HR tools in place will help you manage your organisation and the risks to ensure good governance.

What we offer

Employment Contracts

- ✓ Compliance with employment law
- ✓ Identify and help you manage risk
- ✓ Reflect your organisation's practices
- ✓ Practical advice on implementing changes to terms and conditions

Policies

- ✓ The foundation of a good employment relationship; legally compliant
- ✓ Clarify employment rights and responsibilities
- ✓ Reader friendly policies which reflect the culture and style of your organisation
- ✓ Practical advice on implementing new or revised staffing policies

Procedures and Toolkits

- ✓ Practical procedures which reflect the culture and style of your organisation
- ✓ A fair and consistent approach to managing your staff
- ✓ Supportive material for managers to guide them through all situations
- ✓ Training to HR staff and managers on the procedures

Why choose us?

- ✓ Qualified experienced HR professionals
- ✓ Pragmatic approach to problem solving
- ✓ Dedicated consultants to ensure continuity
- ✓ Bespoke policies and procedures
- ✓ On-site support when required



What our clients say

"Developing and embedding excellent HR practice in the new organisation."
Fiona Blacke, Chief Executive, The National Youth Agency

"Improving our business performance and effectiveness"
Andy Burman, Chief Executive, BDA

Visit our website for further testimonials

Call us for more information

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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