

People Management

HRBureau helps smaller employers who don't have the luxury of their own personnel department. Providing HR support to Third Sector, Dumfries and Galloway, HRBureau are pleased to offer a reduced fee for registered charities throughout Dumfries and Galloway - £40 per hour.

They provide a full range of HR services from staff recruitment and exit, to all of the employment issues in between. The bureau offers practical advice and hands-on support that takes into consideration both employment law and the needs of your business, without having to engage an expensive employment law solicitor.

ON-SITE PEOPLE MANAGEMENT SUPPORT

HRBureau can help you manage:

- Disciplinary hearings
- Grievances
- Absence management
- Recruitment
- Creation of Terms and Conditions, Employee & Volunteer Handbooks
- Restructuring
- Redundancies
- Performance issues
- Employment Tribunal Claims

...Providing any service that you would expect of an HR Department

hr bureau
Practical People Management

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THIRD SECTOR
Dumfries and Galloway
*Working together to put
our sector first*

**DOCUMENTS &
POLICIES**

**RECRUITMENT &
SELECTION**

**HR TRAINING FOR
YOUR MANAGERS
& SUPERVISORS**



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"The Dumfries & Galloway Advocacy Service has used HRBureau for a number of years and over that time has always received a highly professional, responsive & expert service. As a small organisation without our own Human Resource facility, HRBureau has always provided us with a local resource which reflects the needs of our organisation, whether it be employment law, policy development, recruitment/retention or staffing issues. We are delighted to continue our business with Sue and wish her and HRBureau continuing future success."

**Iain Boddy, Board Member
Dumfries & Galloway
Advocacy Service**

HR Support

DOCUMENTS & POLICIES

Ensure that you are compliant with the latest legislation, that your organisation is protected, and that your employees have appropriate

Terms and Conditions of Employment:

- Terms & Conditions of Employment ('contracts')
- Employee & Volunteer Handbooks
- Discipline & Grievance & Appeals Policies
- Appraisal & Performance Management documentation
- Absence management guidelines
- Equal opportunities policies

RECRUITMENT & SELECTION

- Job descriptions
- Person specifications
- Job adverts
- Application form design
- Shortlisting candidates
- Candidate correspondence
- Assistance with interviews
- Offer letters

HR TRAINING FOR YOUR MANAGERS & SUPERVISORS

Training in HR practices:

- Discipline & grievance
- Absence management
- Recruitment
- Appraisals & performance management

Contact

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