

Havering ChangeUp LIST OF CONTACTS



Havering Association of Voluntary and Community Organisations (HAVCO) – provides support, information and training for local voluntary and community organisations including in governance, HR, fundraising, finance, ICT, publicity, CRB Checks (staff and volunteers), child protection and policies/procedures [*Other bespoke training and support is available according to demand e.g. supervision skills, workforce development, environmental issues, etc.*].

Telephone: 01708 742881

Fax: 01708 744373

www.havco.org.uk

HR Advice and Information

- Interchange Legal Advisory Service – provides legal advice to charities and voluntary sector organisations and practical assistance in employment law issues.
Telephone: 020 7692 5860
www.interchange.org.uk
- PEACe – LVSC's (London Voluntary Sector Consortium) - Personnel Employment Advice and Conciliation Service (PEACe) offers expert support and advice on all employment related issues to voluntary sector employers and advisors in London. They support frontline and second tier organisations directly as well as building the capacity of advisors and development workers to give employment law support.
Telephone: 020 7700 8147
www.lvsc.org.uk/peace
- The UK Workforce Hub helps organisations make the best of their paid staff, volunteers and trustees
www.ukworkforcehub.org.uk

Recruitment

- Work Permits – *www.employingmigrantworkers.org.uk*
Employers' Helpline: 0845 010 6677
- CRB Checks – *www.crb.gov.uk*
Telephone: 0870 909 0811
- Asylum and Immigration Act: Information about legal working routes into the UK –
Telephone 0870 606 7766, www.workingintheuk.gov.uk

Employment

- Acas – Provides information relevant to all new and existing employers – www.acas.org.uk
- AskNCVO – NCVO provides free information, signposting and services for trustees, staff and volunteers – www.askncvo.org.uk
- National Association for Voluntary and Community Action (NACVA) provides information and resources for employers – www.nacva.org.uk
- Good Employment Guide – www.ncvo-vol.org.uk/publications
- Guidelines on Probation – www.lvsc.org.uk/peace
- National Minimum Wage (detailed guide) and various employment matters – www.dti.gov.uk
- NJC Pay Scales – www.navca.org.uk
- The Inland Revenue: Link for new employers – www.inlandrevenue.gov.uk/employers/first_steps.htm
- Health and Safety Executive (HSE) for information around health and safety and the law – www.hse.gov.uk
- Disability Rights Commission for information on legislation and considerations for employers – www.drc-gb.org
- Registration under the Data Protection Act: Information Commissioner – Telephone: 01625 545 760
- Working Families provides information for employers on flexible working practices and case studies – www.workingfamilies.org.uk
- Volunteering England provide a number of resources relating to the management of volunteers and the law – www.volunteeringengland.org.uk
- HMSO provides information around legislation – www.hmso.org.uk
- Home Office for information on passports and immigration – www.homeoffice.gov.uk