

## Eastside Primetimers Recruitment Services – Resource Audits



### What is a resource audit?

---

A resource audit is a review that helps your organisation take stock of your people resources. This enables you to better understand how you can plan your main initiatives and how to deliver your main objectives and key performance indicators, by shining a light on both the gaps and overlaps.

The audit can measure immediate people resource needs, longer-term challenges, and areas of resourcing exposure and risk. It can give you advance warning notice of resource weaknesses around particular projects, especially when you're delivering a project with restricted funding.

It can also highlight key individual development needs and provide insights into how you can retain staff, manage risks and reduce staff turnover.

This now forms part of Eastside Primetimers' recruitment services offer to charities and not-for-profit sector organisations.

## What does our service include?

---

1. A briefing for the CEO and relevant members of the Leadership Team
2. An evaluation of your key strategic objectives, including business and strategic plans and related documentation
3. Individual one-to-one confidential interviews with key staff, plus trustees and volunteers where appropriate - this typically ranges from 8-12 individuals and allows us to build a picture of your organisation
4. Full analysis, development of recommendations and a practical 'traffic light' Implementation Plan to help you make the most of the audit
5. A post-audit feedback session and implementation plan review
6. An optional three and/or six month progress review

## Frequently Asked Questions

---

### **Q. Why use resource audits?**

**A.** Our experience suggests that the most effective organisations are those that are able to plan their people resourcing, so that they can develop strategies to meet the demands of their operational deliverables.

### **Q. How much time is needed to complete the resource audit?**

**A.** This can depend on the size and complexity of the charity and the resourcing issues you wish to address. For example, a charity with over 200 staff across multiple locations recently undertook an audit with us and the project took just over five days.

### **Q. How do charities undertake the audit?**

**A.** All work is undertaken via remote interviewing and research – interviews can be by telephone or Zoom as preferred. Post-audit feedback can also be provided in group workshops.

### **Q. How difficult are the one-to-one interviews?**

**A.** To complete the audit, nominated individuals are asked a series of questions in person. We place great emphasis on the importance of building rapport and trust with each individual in order to get relevant input, as well as listening out for pragmatic ideas and suggestions for improvement.

### **Q. Are the interviews confidential?**

**A.** Yes, we make it clear at the outset of each interview that input is non-attributable, to ensure that nominated staff can speak honestly.

### **Q. How useful is the resource audit?**

**A.** Feedback has emphasised that the resource audit provides an external and unbiased view which gives objective indicators, confidential insight and feedback from key staff. We have also found that it enhances the ability of charity leaders to make difficult organisational decisions, as well as more effective recruitment planning.

## Resource audit expertise

---

The consultant who administers our resource audits had completed [X number] of these projects and is highly experienced in undertaking research, analysis, strategic development and recruitment across a range of charities. This has included work with organisations devoted to learning disabilities, mental health and well-being, ex-offenders, refugee support, perinatal mums, community support and homelessness.

## What clients say

---

*“The resource audit that Paul Venning at Eastside Primetimers completed for us was beneficial in many ways, particularly the ‘quick wins’ section at the end which really helped us to focus our priorities people wise. We felt there was a lot of value in having someone ‘external’ asking the questions and presenting the information back to us. The timing was excellent as we have been dealing with a number of challenges in recent months due to the pandemic and this allowed us to think more strategically about our people resources”*

- Anna Scarbro, HR Manager at Freeways,  
a disability charity based in Bristol

## EP recruitment services - our wider experience and track record

---

Eastside Primetimers offers specialist executive recruitment and search services. With a substantial record of appointing to leadership roles on an interim, permanent, consultancy and board basis for a wide variety of social sector organisations - and as a social enterprise ourselves - we have a genuine understanding of the not-for-profit sector and of the staffing issues you face.

Our approach is bespoke and relationship-based. We take the time to get to know your organisation and to understand your needs, so that we are able to act as effective frontline ambassadors for you throughout the recruitment process and adapt our practice to your requirements.

## How can we help you?

---

You can read more about our services at [ep-uk.org](http://ep-uk.org). Please contact us on 020 7250 8334 or email [bernice@ep-uk.org](mailto:bernice@ep-uk.org) to discuss how we can help your organisation make a transformational change through specialist advice and support.