

Health and Safety and HR Support

Shropshire Council has recently informed the Town Council that it will no longer be providing Health and Safety Support to Town and Parish Councils so quotes have been sought which are outlined below. In addition to this quote have also been sought to provide HR services these were currently provided on an adhoc basis provided by Shropshire Council but this service has also been withdrawn.

Company	Location	Services offered	Sector experience	Price and length
1	Shropshire	<p>Health and Safety Service Competent Support Service + Identified Support Cloud based Server to share, store and communicate files securely Visit and report summarising areas of H&S Compliance and required action Regular meetings</p>	Limited	<p>£2040/ year hourly rate £70/hour Annual contract</p>
2	Cheshire	<p>Health and Safety Service General Risk Assessment visit covering all sites and managed areas, General Risk Assessment to identify areas of compliance and areas of risk together with actions required. Access to UK cloud based Health & Safety Management System which will include a bespoke Health & Safety Policy, Employee Handbook together with all the necessary arrangements to ensure its effective implementation to manage actions. Free access to training suite in year 1 £215 yr 2 and 3</p> <p>Human Resources Support Draft Employment Law and HR letters and documents. Review all essential HR documents for legal compliance, review of Contracts of Employment, HR Policies and existing Employee Handbook (if any). Access to a specialist team of Advisers Access to online client file and Knowledge Hub.</p>	Extensive	<p>£1975/ year 5 year with 3 year break clause</p> <p>£2100/ year 5 years with 3 year break clause</p> <p>£3375/ year for combined H&S and HR Service +</p>

		Access to HR Software to manage holiday planning, sickness needs, store training and personal records		Specialist insurance £163.75 per year
3	National	<p>Health and Safety only</p> <p>A compliance review including written report provided along with an executive summary and an action plan.</p> <p>Access to H & S software to manage action plan.</p> <p>Training on the use of our online health & safety management tool.</p> <p>Access to a dedicated online service desk, to help with queries.</p> <p>Access to a 24-hour telephone advice service supported by qualified Health & Safety Consultants, 365 day a year.</p>	Extensive	£2220 per year 3 years
4	Shropshire	<p>HR Support only</p> <p>Audit of employment policy and procedures, along with a 'legality' check.</p> <p>Provision of model policies and template employment letters</p> <p>Unlimited advice and guidance on employment issues which arise for the customer including, terms and conditions, absence management, disciplinary, capability, grievance and redundancy/restructuring processes.</p> <p>Were asked to supply H&S quote but no response received</p>	Extensive	£1800 per year 3 years

Except for quote 4 the Town Clerk met with representatives from all companies / organisations who quoted. She was also able to view the online management platforms offered by companies 2 and 3

Clerks Recommendation

Based on these meetings and following discussions with other Councils who have experience from working with companies 2,3 and 4 the preferred quote is from company 2 for a 60 month contract with 3 year break clause. This is due to the company's extensive knowledge of the Town and Parish Council sector and the fact that the online systems are directly tailored for the sector.