

## PROJECT INFORMATION for PRELIMINARY TENDER ENQUIRY

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**PROJECT:**     **Provision of HR & Health and Safety Advice to SWTC**

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### 1.     **Project**

The Employer wishes to invite tenders for the provision of Human Resources (HR) and Health and Safety (H & S) advice.

### 2.     **Description of Works**

Main contractors are invited to tender for the following works:

Provision of HR and H & S advice for this local council based in Saffron Walden, Essex.

#### **For Health and Safety Service:**

##### **2.1 - Audit**

###### **(a) Initial Works**

To carry out an annual, comprehensive audit of all areas that are applicable within the Council's remit (see section 4 for further information), to include but not limited to;

- Tour of all areas
- Risk assessments procedures to identify gaps for improvement
- Maintenance of plant and equipment
- Fire safety including fire risk assessments
- Sub -contractors
- Accidents and near misses
- First aid provision
- Transport

###### **(b) Ongoing Health and Safety Audit Review**

- A review of the H & S performance measured against the initial audit
- Information, advice and guidance relating to H & S legislation and best practice
- Support in applying safe working procedures and practices
- Comprehensive report following the annual audit detailing areas for improvement and how to achieve this

###### **(c) Site Visits / Support**

- An interim 6-monthly confidence visit, in addition to the annual review. This visit to assess practice against theory and to provide information, advice and guidance on any changes
- Site visit and inspections
- Risk assessments review / assistance
- Procedural review / assistance

##### **2.2 - Implementation**

###### **(d) Audit Plan and Action Plan**

To support SWTC with an annual audit and action plan, updating the Council's H & S Management system, this will include but not limited to:

- Health and Safety policy and procedures

- Organisation and responsibilities
- Company specific arrangements
- Accident reporting procedures
- General risk management procedures
- Health and safety booklets for individual employees (or online equivalent access)

## **2.2 - Ongoing Support**

- (e) Unlimited telephone and/or email access to an appointed H & S Advisor
- (f) Fee for Intervention (FFI) to a maximum of £10,000
- (g) Continual and regular updates on legislation which may affect the Council's business
- (h) Full unlimited online support
- (i) Accident reporting and investigations to include reporting of all RIDDOR accidents to the HSE on the Council's behalf
- (j) Provision of advice on incident investigations and assessment of incident data
- (k) Advice on assessments to determine trends and causes of any incidents or accidents

## **2.4 – Training**

- (l) Advice and guidance on appropriate training for employees
- (m) Online access to training modules

## **For Employment Law / HR Support:**

### **2.5 – Audit**

- (n) To conduct a fully comprehensive audit of current policies and procedures
- (o) To provide a comprehensive report, detailing any areas of non-compliance and/or for improvement.
- (p) The initial audit should include:
  - Absence reporting procedures
  - Recruitment
  - Appraisals
  - Holiday procedures / payments
  - Disciplinary / capability
  - Grievance

### **2.6 – Implementation**

- (q) To support in the creation of a revised Employee Handbook, containing standard policies

### **2.7 – Ongoing Support**

- (r) unlimited telephone and/or email access to an appointed HR Advisor
- (s) Legal Funding Agreement – providing comfort and assurances that the advice and support offered by the contractor and to be called upon in the event of an employment tribunal, with basic compensatory awards and defence costs
- (t) compliance and legislation updates
- (u) online access to web support and HR Management systems

### **2.8 – Training**

- (v) Advice and guidance on appropriate training for employees
- (w) Online access to training modules

### **2.9 – Extra Services**

To be quoted where available:

- 2.9.1 - Legal Expenses Insurance-employment claims inclusive of IPT
- 2.9.2 - Legal Expenses Insurance-Health & Safety inclusive of IPT
- 2.9.3 – Legal Expenses Insurance Admin Fee

### **3. Employer**

- 3.1 Saffron Walden Town Council  
The Town Hall  
Market Street  
Saffron Walden  
Essex  
CB10 1HR

### **3.2 Key points:**

Number of employees: 33

Number of employees over 21 hours = 24

Under 21 hours = 9 this includes 4 x casual staff

### **4. Location of Sites**

The Town Council offices are located in the centre of Saffron Walden in the Market Square.

List of sites and addresses ( For Fire Risk Assessments):

1. Town Hall, Market Place, Saffron Walden, CB10 1HR
2. Tourist Information Centre, 1 Market Place, Saffron Walden, CB10 1HR
3. SWTC Offices, 5 Market Place, Saffron Walden, CB10 1HR
4. Jubilee Hub Community Centre, 3 Hill Street, Saffron Walden, CB10 1EH
5. Golden Acre Community Centre, Longhorse Croft, Saffron Walden, CB11 4BL
6. Cemetery, chapel & storage depot, 28 Radwinter Road, Saffron Walden, CB11 3JB
7. Bridge End Gardens (Victorian gardens with greenhouses, storage, sheds, toilets and welfare facilities), 17-22 Castle Street, Saffron Walden, CB10 1BE

### **5. Number of Tenderers it is Proposed to Invite**

Four.

### **6. Tender Documentation**

Specification comprising Schedules of Work and prices

### **7. Tender Period**

4 weeks.

### **8. Closing Date for Expressions of Interest**

Friday 6<sup>th</sup> December 2024 at 12 noon

## **9. Period of Quote and Validity**

9.1 – All quotes to be valid until 31.1.25

9.2 – Prices to be quoted on the following basis:

- (a) a fixed price over a 60 month period, inclusive of a 35 month break clause
- (b) a fixed price over a 36 month period