**Stroud Town Council Tender for the provision of Health and Safety, and HR support services, and legal expenses insurance**

# About the Contract

Stroud Town Council currently has a long-term contract for the provision of Health and Safety, and HR support, including insurance as set out in the Specification below. The contract is due for renewal on 1st April 2024.

We are prepared to sign up to a long-term contract to ensure continuity of service. Our Financial Regulations require at least 3 quotations to be sought for contracts of this value.

The current contract includes both Health and Safety and HR support, but we are willing to consider separate contracts for each element from suitably qualified providers.

With regard to Health and Safety it is essential that our advisors are able to visit Council sites, possibly at short notice if required.

# About the Council

Stroud Town Council is the local council for the parish of Stroud, Gloucestershire, serving a population of around 13,500 residents.

The council was formed in 1990. We have 18 councillors representing 6 wards. There are elections every four years, full elections are next due in May 2024. The main committees are Consultations and Highways (planning), Finance and Policy, Community, Environment and Regeneration.

The Council staff work in three teams headed by the Town Clerk, with a head count of 16 (FTE 12). The total annual payroll is £520,000 including NI and Pensions. Administration, finance and community development staff are based at our office, Thanet House, a Grade 2 listed building in the town centre.

The Green Spaces team are based at a rented depot off Slad Road, Stroud and are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, two cemeteries (one active and one closed), five play areas, two closed churchyards and a number of amenity spaces. Some activities are currently contracted out, for example large areas of grass cutting and grave digging.

The Council owns five allotment sites providing just under 200 plots. Each site is managed on our behalf by a plot-holder association.

We have recently agreed to transfer ownership of a range of assets from Stroud District Council, including in 2019 the Grade 2 listed Stroud Subscription Rooms, and the Leazes playground in 2023.

Other assets include Lansdown Hall and Gallery and the historic Sims Clock, both Grade 2 listed.

The Subscription Rooms and Lansdown Hall are both leased to community organisations who manage them independently.

Stroud Town Council is a larger town council that is committed to improving the quality of life of all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents, as well as supporting arts development in the town.

We have shown long-term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children’s play areas. We have an established reputation for taking a leading role in community development. We sustain four community grants programmes and a number of service level agreements with voluntary and community sector organisations.

We are a Quality council and have adopted the General Power of Competence. We have an annual expenditure budget of about £1m of which the precept makes up around 87%. The balance largely comes from grants, cemetery income and rent.

# Specification

## Employment Law and HR Support

|  |
| --- |
| **Services required** |
| Provide unlimited telephone and email support on employment law and HR matters |
| Review the Council’s Employment Policy and Employee Handbook annually to make sure they are up to date |
| Review employment contracts as required |
| Draft employment documents |
| Provide online guidance notes and accompanying templates |
| e-Learning on relevant employment law and HR topics |
| Access to other relevant training, either online or in person for an additional fee (please provide full details) |

## Health and Safety Advice and Support

|  |
| --- |
| **Services required** |
| Provide unlimited telephone and email support on health and safety matters |
| Review the Council’s Health and Safety policy and Employee Handbook annually to make sure they are up to date |
| Accident and incident investigation, including advice on corrective action and support in the event of regulatory enforcement. |
| Annual general risk assessment and report covering the Council’s premises, public spaces, policies and procedures, with recommendations for improvements |
| Fulfil the role of competent person |
| Assist the Council to set up an effective safety management system |
| e-Learning on health and safety management and relevant topics |
| Access to online compliance systems |
| Provide expert advice to support Council managers producing risk assessments |
| Access to other relevant training, either online or in person for an additional fee (please provide full details) |

## Legal Expenses insurance

The Council has not needed to submit any claims for legal expenses under the current contract in the last 5 years.

|  |
| --- |
| **Cover required** |
| Employment claims |
| Health and Safety Prosecution |

# Evaluation

Each section below will be evaluated separately.

## Employment Law and HR Support

Price for 5 years 50%

Breadth of services available 40%

Availability of Legal Expenses insurance 10%

Ability to visit sites (essential)

## Health and Safety Advice and Support

Price for 5 years 50%

Breadth of services available 40%

Availability of Legal Expenses insurance 10%