



Woodley Town Centre

Quotation information

Quotes are sought for professional HR and H&S advice and support service.

Client: **Woodley Town Council (WTC)**
Oakwood Centre
Headley Road
Woodley
Reading
Berkshire
RG5 4JZ
Tel: 0118 9690356
Contact for enquiries:

Email: townclerk@woodley.gov.uk

Submission deadline: **12:00pm (midday) Friday 21 February 2025**

Quotes to be returned by email to;

Townclerk@woodley.gov.uk

A. Description

Overview

Woodley town council are inviting quotes for the provision of professional HR and Health & Safety support – providing advice, documentation, employee handbooks, HR policies, HR management system, employee assistance programme, online training modules and optional insurance cover.

Woodley Town Council Employee information:

Full Time: 23

Part Time: 25

Full Time Equivalent: 26.37

Please note that this is an opportunity for the submission of quotes and does not constitute a formal Council tendering process.

Requirements

HR Support	Advice, documentation, standard forms, employee handbook, compliance with legislation, guidance and advice on case by case basis.
Health & Safety support	Advice, documentation, site visits, workplace risk assessments.
HR Management Software	For managing absence, personnel records, training, annual leave etc. Please provide details of all functionality.
Employee Assistance Programme	EAP to provide 24/7 adviceline and ongoing support to employees and family members. Please provide full details of the package.
Insurance	Please give details of indemnity insurance included as part of the HR and Health & Safety Support package.
Online Employee Training	Video training modules across a range of work based activities. Please provide details of the modules offered.

C. Pricing

Price to include;

- 3 year and 5 year package options

D. Information to be provided

Submissions to include your company;

- Equality & Diversity Policy
- Environmental Policy
- Professional Insurance Indemnity
- Company profile