TENDER: Development of a New Approach to Employee Reward and Recognition 2016

Responses to clarification questions – Issue 3 dated 3 August 2016

Clarification Question	Response from Cotswold District Council
1. Parts 6 and 13 of Schedule 5 "Tender Questionnaire" ask for relevant credentials and a method statement, setting out our understanding of the Statement of Requirements (Schedule 1). We expect our response to these sections to be relatively detailed, and therefore ask you to confirm if it is acceptable to provide this as a separate document in addition to the completed Schedule 5?	Yes this is acceptable.
2. <u>With reference 1.5.2 and 1.5.13 of Schedule 1, ITT, page 3</u> Is your requirement that the successful tenderer undertakes all the detailed pay and terms and conditions modelling or is the intention that Partnership undertakes this detailed work with support and guidance provided by the successful tenderer?	We would wish the successful tenderer to undertake the modelling with support from the Partnership.
3. How 'open' is this agenda with employees – would we be able to discuss project with all levels, or just a select project team? · Would TUPE apply in any transfer of employees to a teckal company? What is the opportunity for a 'clean slate' approach to pay particularly if TUPE applies? · What Unions are currently recognised, where (which councils) and what does the recognition cover? Are there any staff associations or forums? · Do you have employee opinion/satisfaction surveys that we could access? · What are the current job evaluation schemes used? · What benefits are currently offered and would they be deemed to be within scope of the review…are there any that are definitely excluded? · Is salary exchange currently used for any benefits provision?	The fact that we are moving to a total reward approach has been shared with staff and the tender has also been shared . Yes TUPE would apply and there is an opportunity for a clean slate approach WODC – staff forum CDC – Unison CBC and FODC – GMB and Unison Yes we do and yes you may. GLPC and NJC. Childcare, bikes scheme – none are excluded we are looking for a new approach. Yes for childcare - salary sacrifice and buy/sell holidays.

· What is the requirement for the LA pension continuing in this instance?	LA pension will continue for current employees.
· What is your HR/Payroll system?	ERP – Agresso.
· Are all senior team roles within scope?	Yes.
· Would the new approach (Point 5 of principles) be completely new for line managers and would there be a training requirement for them on reward?	Yes new for line managers.
· Who do you currently recruit people from/lose people too in terms of business sectors? What is the staff turnover?	Unknown which markets – turnover varies.
· What benchmarking data has been used historically?	None.
· What, and how much, internal resources will be made available/should be involved to work on the project? (Project Manager, internal Comms etc)	Project manager, change agent, comms.
· Would the project include review of performance management practice, competency frameworks etc?	NO – but should be aware of approach.
· Would the project cover L&D policy and process as point 7 of the principles cover this?	NO – but should be aware of approach.
· What are the savings to be realised?	This is not a cost cutting exercise but the provision of a modern approach to reward.
4. • Does the budget allocated to the project include funds for employee rewards as well as platform development?	This budget is for the review and development of our approach.
• What percentage of staff will have access to the Employee Reward and Recognition programme?	100%
• What percentage of staff are based in a office capacity?	95%
• What percentage of staff have access to an electronic, online device in working hours?	Exact figures would have to be obtained but I would have thought this would be the majority 95%.
• Are the internal systems, intranets and processes currently in place identical across the multiple sites?	Largely.
• How do employees currently sign into internal systems, for example single sign on through an employee intranet?	One sign on.
• Do internal systems currently have the capability to	Unclear.

upload sftp files? • How do you currently extract data and what security methods are currently in place?	Excel or CSV files – security is through secure portals or encryptions to secure emails – GCSX accounts.
• How do you previously measure employee engagement? • How do you currently measure employee KPI's?	Survey. Sickness and turnover.
5. Please find below three clarification questions with regard to the above tender: • Please can you clarify your expectations on stakeholder engagement within the four councils i.e. who is the decision making body on the proposals we develop, or would each of the 4 councils need to independently ratify the proposals? • To what extent do you require a standard job evaluation methodology for the purposes of the project? • Are the £60-90k guidance costs inclusive or exclusive of VAT?	No decision would be made by the Joint Committee. Not necessarily e.g. job families. Inclusive.