



# Woodley Town Council

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## 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](mailto:townclerk@woodley.gov.uk)

**Submission deadline:**

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

Quotes to be returned by email to;

[Townclerk@woodley.gov.uk](mailto: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

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