

## HR SERVICES

Service	Service Overview / Option	Service Type	Price	Service Particulars & Service Levels	Terms & Conditions
<b>The Remote HR Service: Comprehensive remote HR support service, with the option to <u>pay for on-site support as is needed.</u></b>	For 0-30 employees	Contract (12m) ☒	£1,175	<p>The Remote service provides you unlimited telephone access for advice on any of the following matters:</p> <p>Recruitment</p> <ul style="list-style-type: none"> <li>• Advice on contractual and legislative issues effecting all stages of the recruitment process</li> <li>• Provision of model job profiles both operational and administration</li> <li>• Job evaluation of new roles</li> </ul> <p>Pay and Terms and Conditions of Employment</p> <ul style="list-style-type: none"> <li>• Advice and interpretation on nationally and locally agreed terms and conditions whether these are National Joint Conditions, Teachers Terms and Conditions or locally agreed.</li> <li>• Updates on relevant changes to Teachers pay and conditions, the burgundy book, the green book etc.</li> <li>• Advice and model letters on</li> </ul>	
	For 31-60 employees	Contract (12m) ☒	£2,405		
	For 61-100 employees	Contract (12m) ☒	£3,105		
	For 101-150 employees	Contract (12m) ☒	£4,280		

For 151-200 employees	Contract (12m) ?	£6,095	<p>maternity/paternity/adoption entitlements</p> <ul style="list-style-type: none"> <li>• Advice on all conditions that are outlined within the contracts</li> </ul>
For 200+ employees	Contract (12m) ?	£7,385	<p>Discipline and Grievance</p> <ul style="list-style-type: none"> <li>• Advice on amending or applying your Discipline and Grievance policy</li> <li>• Advice on investigation and where necessary suspension</li> <li>• Advice on letters and process</li> </ul>
On-site Support	PAYG	£350	<p>Capability</p> <ul style="list-style-type: none"> <li>• Advice on amending or applying your Capability policy</li> <li>• Advice and support on managing performance both related to ill-health and performance.</li> <li>• Advice and support through informal and formal stages of capability procedures</li> </ul> <p>Sickness Absence</p> <ul style="list-style-type: none"> <li>• Advice and guidance on the application of the sickness absence management policy</li> <li>• Assistance with the preparation of occupational health (OH) referrals and advice on reports</li> <li>• Advice regarding the management reports given by OH and support through possible redeployment, adjustments needed and ill-health retirement</li> </ul>

				<p>Redundancy and organisational change</p> <ul style="list-style-type: none"> <li>• Advice and support on managing staffing changes including re-design of job roles and redundancy</li> <li>• Advice and support on informal and formal stages of redundancy procedures</li> <li>• Advice and support relating to amalgamations including TUPE advice</li> </ul> <p>Plus we provide:</p> <ul style="list-style-type: none"> <li>• A regular Newsletter including updates on legislation relevant to you</li> <li>• A termly update meeting.</li> <li>• Our HR Website with information and resources including, policies and advice on general matters affecting you.</li> </ul>
<b>The Remote HR Service Plus: Fully comprehensive remote HR support service, with an agreed number of on-site hours.</b>	For 0-30 employees	Contract (12m)	£1,260	<ul style="list-style-type: none"> <li>• The Remote HR Service Plus service includes all the services stated under The Remote HR Service and comes with an agreed number of on-site hours per annum</li> <li>• Your named HR adviser will agree with you when on-site support will be provided up to your set number of hours. The hours might be used for attendance at: <ul style="list-style-type: none"> <li>o Disciplinary and capability hearings</li> <li>o Meetings with the SLT to discuss restructures or redundancies</li> <li>o Consultation meetings with unions and/or staff</li> <li>o Grievance hearings</li> </ul> </li> </ul>
	For 31-60 employees	Contract (12m)	£2,490	
	For 61-100 employees	Contract (12m)	£3,285	
	For 101-150 employees	Contract (12m)	£4,600	
	For 151-200 employees	Contract (12m)	£6,535	
	For 200+ employees	Contract (12m)	£7,855	
	On-site Support	PAYG	£350 per half day	

<b>Strategic HR Support</b>	Strategy	PAYG	POA	Tailored and proactive support on strategic HR projects such as recruitment & retention strategies, adopting performance management frameworks , workforce planning, etc	
<b>Job Evaluation</b>	Job evaluation service	PAYG	Not applicable		This service is centrally funded for Maintained schools (non-chargeable).
<b>Third Party Jobs Advertising on WBC Website</b>	Vacancy Advertising	Contract (12m)	£300	The ability to upload and advertise job vacancies on the WBC Third Party Jobs pages. This service is included for schools buying one of the HR service packages listed above, but can be purchased as a stand-alone item.	
<b>DBS Processing</b>	DBS	PAYG	£38 Employees; £0 Volunteers. Plus £10 Admin Fee for all checks	Provision of DBS checking online or paper (only available to schools buying an HR package). Urgent Children’s Barred List checks (included in the annual charge).  This service is not available as a stand-alone service for schools not buying an HR package.	The Admin fee is payable for both employee and volunteer checks.
<b>Mediation</b>	Mediation	PAYG	£1,000	Mediation service for workplace disagreements or disputes resolution. Meetings are confidential to the employees and no report will be given on the outcome unless both parties agree.  The fee includes pre-meetings with both parties followed by a joint meeting.	In some cases mediation has to be ceased before the end of the process is reached. A reduction in the fee will be agreed on an individual basis should this occur.
<b>Occupational Health</b>	Pre-employment	PAYG	£11	Pre-employment check, online form	

Management referral	PAYG	£80	Management referral, OH nurse assessment & report (in person)
Management referral	PAYG	£200	Management referral, OH physician assessment & report (telephone)
Management referral	PAYG	£200	Management referral, OH physician assessment & report (in person)