

HR SERVICES

Service	Service Overview / Option	Service Type	Price	Service Particulars & Service Levels	Terms & Conditions
The Remote HR Service: Comprehensive remote HR support service, with the option to <u>pay for on-site support as is needed.</u>	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"> • Advice on contractual and legislative issues effecting all stages of the recruitment process • Provision of model job profiles both operational and administration • Job evaluation of new roles <p>Pay and Terms and Conditions of Employment</p> <ul style="list-style-type: none"> • Advice and interpretation on nationally and locally agreed terms and conditions whether these are National Joint Conditions, Teachers Terms and Conditions or locally agreed. • Updates on relevant changes to Teachers pay and conditions, the burgundy book, the green book etc. 	
	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		
	For 200+ employees	Contract (12m)Ⓢ	£7,385		

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

				<p>changes including re-design of job roles and redundancy</p> <ul style="list-style-type: none"> • Advice and support on informal and formal stages of redundancy procedures • Advice and support relating to amalgamations including TUPE advice <p>Plus we provide:</p> <ul style="list-style-type: none"> • A regular Newsletter including updates on legislation relevant to you • A termly update meeting. • Our HR Website with information and resources including, policies and advice on general matters affecting you. 	
The Remote HR Service Plus: Fully comprehensive remote HR support service, with an agreed number of on-site hours.	For 0-30 employees	Contract (12m)Ⓢ	£1,260	<ul style="list-style-type: none"> • 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 • 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"> o Disciplinary and capability hearings o Meetings with the SLT to discuss restructures or redundancies o Consultation meetings with unions and/or staff o Grievance hearings 	
	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		
Academy Trust Chain	12mth	Contract (var.)	POA	Larger Academy chains should email Kate Simpson at kate.simpson@wokingham.gov.uk for details.	

Strategic HR Support	Tailored and proactive support on strategic HR projects such as recruitment & retention strategies, adopting performance management frameworks , workforce planning, etc	PAYG	POA		
Job Evaluation	Job evaluation service	PAYG	£50 per evaluation		This service is only chargeable in the case of Academy and Free schools.
Third Party Jobs Advertising on WBC Website	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.	
DBS Processing	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).	PAYG	£38 Employees; £0 Volunteers; Plus £10 Admin Fee for all checks	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.

Mediation	Mediation service for workplace disagreements or disputes resolution	PAYG	£1,000	The fee includes pre-meetings with both parties followed by a joint meeting.	Meetings are confidential to the employees and no report will be given on the outcome unless both parties agree. 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.
Occupational Health	Pre-employment check, online form	PAYG	£11		
	Management referral, OH nurse assessment & report (in person)	PAYG	£80		
	Management referral, OH physician assessment & report (telephone)	PAYG	£200		
	Management referral, OH physician assessment & report (in person)	PAYG	£200		

See General Information for any contract denoted by a number symbol e.g.



Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.