

## Human Resources (HR)

Managing people effectively is key to your school's success, but HR challenges can be complex and time-consuming.

Our Remote HR Advisory Service is designed specifically for schools, giving you instant access to expert guidance on a wide range of HR matters from people who understand the education sector.

From staff contracts and safer recruitment to managing employee relations and ensuring compliance with employment law, we provide clear, practical advice that keeps your school on track.

And when situations call for a personal presence, our flexible onsite support option ensures you have the right expertise on hand – whether it's handling complex investigations, supporting restructures, or guiding through sensitive issues.

Service	Details/Options	Employee No. and additional info.	Price (VAT will be added where applicable)	Service Specific Terms
Remote HR services	<p>Unlimited telephone access for advice on any of the following matters:</p> <p><u>Recruitment</u></p> <ul style="list-style-type: none"> <li>- 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><u>Pay and terms and conditions of employment</u></p> <ul style="list-style-type: none"> <li>- 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 maternity/paternity/adoption entitlements</li> </ul>	<p>0 - 30 31 - 60 61 - 100 101 - 150 151 - 200 200+</p>	<p>£1,269 £2,598 £3,354 £4,623 £6,583 £7,976</p>	<p>12m contract - 6month notice required if moving to an academy structure.</p>

	<p><u>Discipline and grievance</u></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> <p><u>Capability</u></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 procedure</li> </ul> <p><u>Sickness absence</u></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 redeployments needed and ill-health retirement</li> </ul> <p><u>Redundancy and organisational change</u></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</li> </ul> <p>Plus, we provide:</p> <ul style="list-style-type: none"> <li>- a regular newsletter including updates on legislation relevant to schools</li> <li>- a termly update meeting</li> </ul> <p>HR website with information and resources, including policies and advice on general matters affecting schools.</p>			
	Onsite support in addition to the above	Half Day	£350	Plus expenses (agreed in advance)

Strategic HR support	Tailored and proactive support on strategic HR projects, such as recruitment and retention strategies, adopting performance management frameworks, workforce planning etc.		POA	
Third party jobs on website	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.		£300	12m period
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). This service is not available as a standalone service for schools not buying an HR package.	Employees	£49.50 each	
		Volunteers	£0	
		Admin fee	£10 each	
		Administration fee applies to all checks		
Mediation	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.		POA	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		£11 each	
	Management referral, OH nurse assessment & report (in person)		£80	
	0 Management referral, OH physician assessment & report (telephone)		£200	
	Ill Health Retirement Assessment		£200	
	Management referral, OH physician assessment & report (in person)		£200	

Please email [business.services@wokingham.gov.uk](mailto:business.services@wokingham.gov.uk) in the first instance if you have any queries