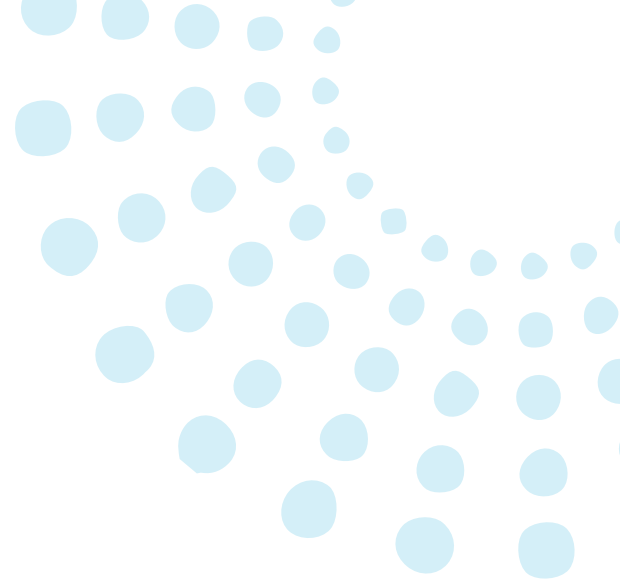


# Benefits Of Joining Consultancy Services

## HR Services

Service	Impact Commitment	Academy Commitment
Unlimited Advice and Guidance – Provided by Ward Hadaway Solicitors (WH)	<ul style="list-style-type: none"> <li>Funding of SLA with WH</li> </ul>	<ul style="list-style-type: none"> <li>Provide a designated point of contact to liaise with WH</li> <li>Commit to following advice given. (Any claims made if the academy chooses to act outside advice given will make the insurance cover null and void and the cost of the claim will be born in its entirety by the academy)</li> <li>Managers to chair face to face case meetings, e.g absence review, with a note taker present</li> </ul>
Staff HR Policy Handbook	<ul style="list-style-type: none"> <li>On-line handbook containing policies and procedures relating to employment – provided by and updated by WH</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the handbook is available to staff on-line at all times and actively promote its use by referring staff to it</li> <li>Send the link to staff individually on an annual basis (Sept)</li> </ul>
Document & Policy Portal for HR Leads	<ul style="list-style-type: none"> <li>Full suite of policies, standard letters and flow charts for key processes e.g sickness absence</li> <li>Payroll input forms and standard letters</li> </ul>	<ul style="list-style-type: none"> <li>Designated person to co-ordinate use of portal</li> </ul>
Protection against Claims	<ul style="list-style-type: none"> <li>£100,000 per claim cover provided</li> </ul>	<ul style="list-style-type: none"> <li>Ensure WH advice is followed</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>TES Gold Subscription and cost of advertising on LA platforms fully funded</li> </ul>	<ul style="list-style-type: none"> <li>Provide designated administrative support for recruitment processing</li> </ul>

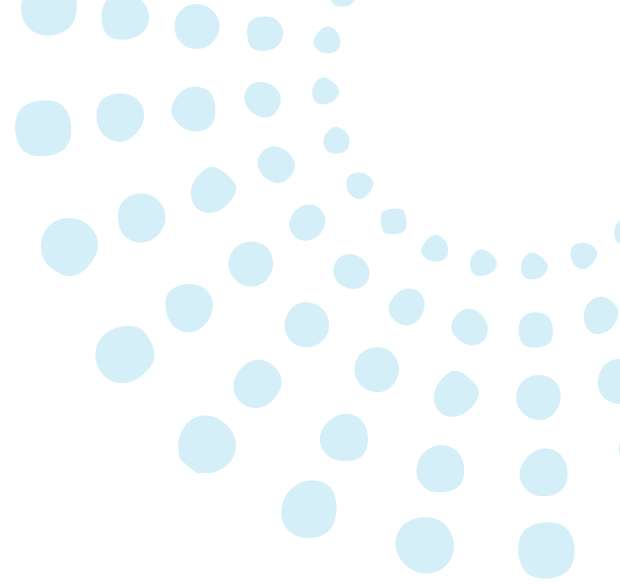




# Benefits Of Joining Consultancy Services

## HR Services

Service	Impact Commitment	Academy Commitment
Occupational Health	<ul style="list-style-type: none"> <li>• Unlimited access to Peritus Health – advice and guidance from WH for completion of referrals</li> <li>• Referral form stored in HR Portal</li> </ul> <p>Christine Addy will send a data sharing agreement with Peritus and your contact will have access to their portal</p>	
DBS Checking	<ul style="list-style-type: none"> <li>• Access to own portal – payment of all checks performed</li> <li>• All staff DBS checks need to be renewed on conversion. This can be a staged approach during the Autumn Term and does not have to be done for day one</li> </ul>	<ul style="list-style-type: none"> <li>• Provide administrative support to manage the portal and complete document checks</li> </ul>
Payroll/Contract Administration	<p>Fully funded via Working with Schools (WWS):</p> <ul style="list-style-type: none"> <li>• Supply documents and templates for contract administration</li> <li>• e-slips provided to all employees</li> <li>• Pensions advice and administration</li> <li>• Payment of statutory contributions</li> <li>• Annual pay statements for all staff</li> <li>• Annual pensions certificate</li> <li>• Answering general pay queries</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of dedicated administrator</li> <li>• Provide accurate and timely information to WWS</li> </ul>



# Benefits Of Joining Consultancy Services

## HR Services

Service	Impact Commitment	Academy Commitment
Face to Face Support for Complex Meetings	<ul style="list-style-type: none"> <li>• Consultant instructed on request for complex case meetings e.g. settlements and disciplinary</li> </ul>	<ul style="list-style-type: none"> <li>• Less complex issues dealt with in house by the designated contact/ Line Managers in liaison with WH</li> </ul>
Every HR Software Absence Management SCR Census Process improvement	<ul style="list-style-type: none"> <li>• Implementation and training for use of software</li> </ul>	<ul style="list-style-type: none"> <li>• Designated contact to train and maintain the system</li> </ul>

