

Policy and Resources

Date:	17 July 2018
Title:	Human Resources and Health & Safety Contract
Contact Officer:	Morag Robinson, Office Administration Manager

Purpose of Report

1. To agree the appointment of a Human Resources (HR) and Health & Safety (H&S) provider on a three year contract.

Background

2. The Council originally outsourced its HR function in 2007 to Peninsula Business Services Ltd on a five year contract. In October 2012 the Council awarded a three year combined HR and Health & Safety contract to Ellis Whittam and in October 2015 this three year contract was re-awarded to Ellis Whittam, in both cases after relevant investigation into alternative suppliers.
3. Throughout this time the contract has worked well as Ellis Whittam has provided a personalised service with a dedicated trained advisor offering unlimited advice for each service. They have been efficient and effective, with fast response times. All documentation is regularly reviewed ensuring that it meets current legal guidelines on both the HR and H&S contracts. The HR consultant provided excellent advice prior to the implementation of the new Data Protection Act 2018. As part of the Health & Safety contract, an advisor will routinely visit our three sites – the Town Hall, the Depot and Southern Road Changing Rooms providing advice on procedures and processes undertaken. In addition Ellis Whittam acts as the Competent Person on behalf of the Council.
4. Ellis Whittam has been endorsed by SLCC and currently work with over 100 local councils.

Scope of the Contract

5. As this is a specialist field, three companies were approached including Ellis Whittam to submit a quotation based on the current requirements of the Council for both HR and Health & Safety as detailed in Appendix 1. All the companies offer a similar service to that of Ellis Whittam, but not all of them provide a dedicated advisor for each of the separate services.

Resource Appraisal

6. The number of Council staff has increased since 2015, so there has been a small increase in the annual support fee to reflect this. All the charges will be fixed for the duration of the three year contract period.
7. The Officer's recommendation is to renew the contract with Ellis Whittam for another three year period as they are tried and tested and meet the Council's requirements. They also happen to be the cheapest.

Risk Assessment

8. The Council is open to legal litigation if there is no agreed HR and Health & Safety contract in place providing legal protection.

Legal Powers: Local Government Act 1972 s 111

Recommendation

It is recommended that:

- i) A new three year HR and Health & Safety Contract with Ellis Whittam be agreed.***