

# Consultancy Services Proposal

## 1. Introduction

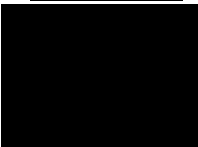
Following a telephone conversation and meeting between [REDACTED] (Town Clerk, Saltash Town Council) and [REDACTED] the requirements detailed below have been identified for H&S and fire safety retained support services for the organisation to support them in their management arrangements and meeting their compliance obligations.

The retained support services provided by [REDACTED] are structured around a choice of either an Essentials or Enhanced package, offering comprehensive background and ongoing assistance for health, safety, and fire safety. Clients can customise their support by adding specific consultancy and training options to fit their operational needs and budget. This tailored package is committed for a minimum term, with flexible payment plans available on an annual, quarterly, or monthly basis for the total amount. Furthermore, any additional services requested beyond the initial retained package will be charged at the same rate, outlined in a separate proposal, and billed independently.

## 2. Consultancy Services Information

Service Provision	H&S Retained Support Membership	
Date	Start date to be confirmed, dates available from May and June	
Duration	12 months (minimum, longer terms available on request)	
Location(s)	The Guildhall, Lower Fore Street, Saltash, Cornwall, PL12 6JX Additional Council sites/buildings, including Saltash Library, Isambard House, service delivery outbuildings, cemeteries, woods and public toilets.	
Overview	<p><b>Essentials package:</b></p> <ul style="list-style-type: none"> <li>● Provision of a dedicated consultant</li> <li>● H&amp;S policy creation / review</li> <li>● Essential documents (top 10)</li> <li>● Toolbox talk (or equivalent) documents for staff briefings, noticeboards, etc.</li> <li>● Quarterly newsletter and regular legislative updates</li> <li>● 20% preferential discount on training and consultancy fees</li> <li>● Ongoing H&amp;S advice and support as the company's competent advisor                             <ul style="list-style-type: none"> <li>○ fair use calls/emails - 30 mins per week</li> </ul> </li> </ul>	<p><b>Enhanced package:</b> (in addition to Essentials)</p> <ul style="list-style-type: none"> <li>● Fire safety policy creation / review</li> <li>● Access to all documents, including industry specific and tailored items</li> <li>● Training needs analysis</li> <li>● Complimentary course builds for tailored training courses (where requested)</li> <li>● Initial support with incident investigations and RIDDOR submissions</li> <li>● Fair use calls/emails - 60 mins per week</li> </ul>
	<p><u>Services in addition to above</u></p> <p>Consultancy services:</p> <ul style="list-style-type: none"> <li>● 10x days consultancy                             <ul style="list-style-type: none"> <li>○ 5 days auditing and inspection (1 day H&amp;S management system audit; 2 day site/building inspections of Council owned/operated locations; 2 days report and document writing)</li> <li>○ 2 days mentoring and deep-dive focus on specific topics (e.g. risk assessment, incident management, fire safety, manual handling, work equipment)</li> <li>○ 3 days progress visits set at 3-4 month intervals</li> </ul> </li> </ul> <p>Training services:</p> <ul style="list-style-type: none"> <li>● 3x days training                             <ul style="list-style-type: none"> <li>○ Tailored H&amp;S general awareness training course (2x half-day sessions on 1 day)</li> <li>○ Risk Assessment workshop (1 day)</li> <li>○ 2x half-day H&amp;S training sessions (e.g. Manual Handling and Fire Safety Awareness)</li> </ul> </li> </ul>	
Fees (fees shown include a 20% discount applied, but do not include reasonable expenses for travel, etc.)	<ul style="list-style-type: none"> <li>● Essentials package (12 months): £900 +VAT (£75 per month); <b>OR</b></li> <li>● Enhanced package (12 months): £1,200 +VAT (£100 per month)</li> </ul> <p>Consultancy services: £3,000 +VAT (10 days @ £300 - additional discount for bulk booking) Training services: £1,440 +VAT (3 days @ £480)</p>	

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	<p>In addition to above:</p> <ul style="list-style-type: none"><li>• Consultancy sessions: half-day @ £200; full-day @ £320</li><li>• Training sessions (private courses): 2-hours @ £200; half-day @ £300; full-day @ £480</li></ul> <p><i>Please note that [redacted] courses are charged by the session, accredited courses are charged by the individual (IOSH and first aid).</i></p> <p><i>Tailored courses may incur additional fees for course writing and resources.</i></p>
Validity Period	This proposal is valid for 30 days and followed by a final proposal for the basis of the agreement
Payment Schedule	Payment can be made annually, quarterly or monthly by agreement

### 3. Additional Information

- Duration is estimated based on the information provided by the Client and may be increased or decreased at the discretion of [redacted] in response to new information or hazards discovered
- Prior to a retained support agreement being finalised, a proposal document outlining each of the services requested will be agreed by both parties
- A retained support agreement contract will be in place between both parties, outlining the terms and conditions of the agreement. This must be signed and returned to [redacted] to validate the retained support
- Alterations to the membership agreement, including extensions or changes to services are subject to agreement by both parties
- There are no restrictions to the amount of additional services requested by the Client in addition to the membership agreement
- [redacted] will make all reasonable efforts to ensure requested services are provided, but rely on the support of the Client to ensure sessions are adequately planned and appropriate time and resources given to allowing all services to be realised
- [redacted] is VAT registered, all fees quoted are subject to the standard rate
- Reasonable adjustments to the details listed above will be accepted in agreeance between both parties
- Documents will be released on completion of quality assurance processes and receipt of payment
- Expiry of proposal or cancellation of agreed services could result in penalties subject to [redacted] terms and conditions - all reasonable efforts will be made to support the client

Proposal presented on 12/05/2026 by

