

Human Resources Support Consultancy

16th March 2023

PERSONAL AND CONFIDENTIAL

Sinead Burrows
Saltash Town Council
Via Email

Dear Sinead

CONSULTANCY AGREEMENT

Following our conversations, below is our updated proposal for the service you require.

I am pleased to enclose the proposed Terms of Business and set out below my understanding of your requirements. HR Support Consultancy (HRSC) will provide Saltash Town Council with the following:

- Initial assessment of all current processes and policies to ensure legal compliance.
- Employment Policies, Procedures, and processes
- Employment Law Advice as required.
- Employment Law Training as required on basic principles of employment law.
- Development of the management team in understanding employment legislation including on site coaching and mentoring
- Support the business growth as required including attendance at Management Meetings (if required). Including recruitment and selection, performance management, absence management, investigations, grievances, disciplinaries and other matters as they arise
- Practical guidance and coaching at meetings involving employees. To include participation in relevant meetings
- Ongoing support in the use of the HR supplied toolkit and any other personnel matters that arise, either in person or via email and telephone. This will ensure consistency and fairness in approach and implementation.

This service is subject to a retainer fee of £682.50 plus VAT per month.

Additionally, we can offer a day rate for training courses of £400 plus VAT. If shorter course are required i.e. hour, two hours costs of these can be agreed before the course is run.

I am enclosing a second copy of this letter for your signature and return, as indication your formal acceptance.

We look forward to working with you in the future.

Yours sincerely,

Nicky Ackerley
Encs

Human Resources Support Consultancy

I accept the above proposal as set out in this Consultancy Agreement.

Signed

For and on behalf of:

Dated:

HUMAN RESOURCE SUPPORT CONSULTANCY

TERMS & CONDITIONS

1. DEFINITIONS

In these Terms and Conditions, the following definitions apply:

- a) "The Consultancy": Human Resource Support Consultancy.
- b) "The Client" means the person, firm or corporate body with whom The Consultancy undertakes to provide personnel related services.

2. THE CONTRACT

- a) The Client on issuing written instructions to the Consultancy accepts these Terms and Conditions.
- b) No variation to these Terms and Conditions shall be valid unless approved in writing by a member of the Consultancy.

3. FEES

- a) A scale of fees shall be provided to the Client in accordance with the level of services required.
- b) Extraneous costs likely to be incurred as a result of the work undertaken by the Consultancy will be agreed with the Client at the appropriate time. These costs could include: design, print, travel, other materials as necessary for the satisfactory completion of the Contract.
- c) A Client subscribing to the Consultancy will be invoiced monthly.
- d) A Client instructing the Consultancy for the purpose of providing individual personnel projects will be invoiced 50% of the agreed cost at the commencement of the project and the balance on completion.
- e) All fees will become payable within 14 days of invoice date. If they remain unpaid a 5% fee will be added to the invoice.

4. LIABILITY

- a) The Consultancy is covered by Professional Indemnity Insurance.

5. CONFIDENTIALITY

- a) Information provided by the Client to the Consultancy will be treated as confidential and will not be divulged to any third party.

6. HR SUPPORT CONSULTANCY DOCUMENTATION

- a) Documents produced by the Consultancy for use by the Client should not be reproduced for any purpose other than that of the Client's direct business.

Human Resources Support Consultancy

7. TERMINATION OF AGREEMENT
- a) The Contract is subject to three months' notice of termination by either party.

8. DATA SHARING AND DATA SECURITY

- a) HRSC and Saltash Town Council will be sharing data and personal details. Both parties hereby agree that each data controller for each company is responsible for meeting the requirements of the GDPR and the rights of data subjects will be protected. Every data processor from each company will ensure that they adhere to a duty of confidence, will take steps to ensure the security of processing, the notification of personal data breaches. The data processor must delete or return all data at the end of the contract. The data processor must also submit to audits and inspections and provide the other data controller with what ever information is required to ensure they are meeting their obligations.
- b) Nothing within this contract relieves either data processor or data controller of its own direct responsibilities and liabilities under GDPR.

9. GENERAL DATA PROTECTION POLICY

Human Resource Support Consultancy is committed to privacy for everyone who accesses its services. We comply with the General Data Protection Regulations that are effective May 2018 to ensure that any data you provide to us is processed with due care and attention.

Human Resource Support Consultancy collects personal data to aid recruitment and other Human Resource operations. We collect Sensitive Personal Data only so far as is necessary and in compliance with legislation. By providing information to us, you consent to us using the information for the purposes of delivering our services to you.

We may pass Personal Data to third parties that help us process Personal Data. The security of this data is very important to us and Personal Data is only passed to third parties if necessary to carry out our normal operations we have agreed with you.

This Privacy Policy refers to all data however it is received.

Human Resource Support Consultancy seeks to use reasonable security measures to help protect against the loss and misuse of Personal Information under its control. The company in particular would make it known that transmission over the internet is not 100% secure and whilst we strive to protect your information we cannot guarantee its security.

Clients/Individuals have a right of access to their data that is held by us and you. If you or and employee raises a disclosure request we will support their request in conjunction with yourselves, please contact us and this will be facilitated. Clients/Individuals also have the right for data to be erased or corrected if it is found to be incorrect.

I accept these Terms and Conditions (1-9)

Human Resources Support Consultancy

Signed

For and on behalf of:

Dated: