

COPYTHORNE PARISH COUNCIL MEETING – JUNE 9TH 2020

ITEM No: 13 – HALC – LCPD HR Service Membership Renewal – 2020-21

Background

For the many years, Copythorne Parish Council has been a member of the LCPD HR Service provided by HALC. This service provides a small Parish Council like ours with a range of HR support that would cost a great deal more if external HR consultants were required. For the last few years we have paid an annual fee of £150 ex VAT.

Current Position

This year, LCPD have introduced three levels of service for members to choose from. These are Bronze, Silver and Gold. Our current level of service is equivalent to Bronze.

Silver and Gold each includes additional benefits that have not previous been part of the service, such as discounted training courses; desktop review of HR policies; free HR courses. Full details are attached.

Costs for the three levels for a council of our size (under 5 employees) are as follows:-

Bronze £160 ex VAT

Silver £192 ex VAT

Gold £208 ex VAT

Proposal

Given the additional benefits for the modest cost increase of £42pa it is my recommendation that the Council raises its level of cover from Bronze to Silver

In preparing the 2020/21 budget I had allowed £840 to cover our HALC/NALC Fees and the HR Service costs.

Our HALC/NALC fees for 2020/21 were £678.09 which leave a budget of £161.92 to cover the HR Service, so we need to cover a budget shortfall of £30.08. I am confident that underspends elsewhere will easily cover this cost.

David Rigby
Parish Clerk/RFO
May 26th 2020

Human Resources (HR) Consultancy Service

We also offer a HR consultancy service to support projects such as:

- HR elements of Bids
- Change Management
- Employee Induction programmes
- GDPR audit & provision of documentation
- Mobilisation of new contracts
- Organisational design and development
- Recruitment
- Review and preparation of HR policies and procedures
- Review and preparation of Employee Handbooks
- Staff/employee development
- Training

Benefits of working with the HR Service

For an additional fee, you will receive:

- A pro-active HR service, tailored for your council.
- Access to responsive senior level fully qualified HR expertise, providing HR advice and support either remotely or on your premises.
- No HR overheads for your Council.

You will have access to:

- Regular networking events
- Online forums
- The LCPD website

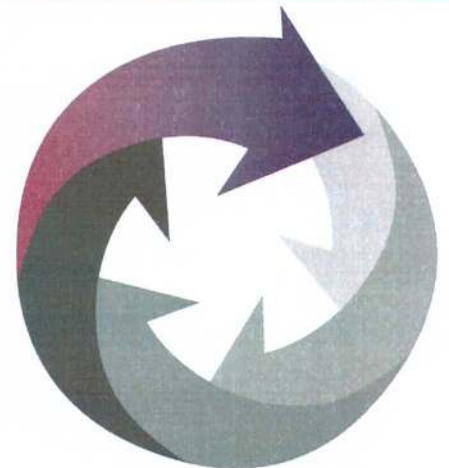
Contact Us

Contact us by phone: 023 8068 8061
or email: hr@hampshirealc.org.uk

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LCPD Membership Benefits



Hampshire Association of Local Councils

*To Inspire and Empower
Parish & Town Councils*

www.hampshirealc.org.uk



What is LCPD?

LCPD is Hampshire Association of Local Council's (HALC) HR Service, which is provided by qualified, experienced HR professionals who have experience in the local council sector and therefore understand the way these organisations work.

The HR service is for Town and Parish Councils. The advice given is bespoke to your Council and takes into account your protocols and procedures and the Council as an employee relationship.

Membership Benefits

All councils are invited to become members of the HR Service, which gives you access to a range of benefits for a one-off annual fee.

There are three levels of membership, each offering varying levels of HR support, documentation and training.

Of course, if councils do not wish to become a member of LCPD, we can offer ad-hoc HR advice at a price based on a case by case basis.

Membership Cost

Membership costs are based on the level required and the number of employees the Council has.

Email us at hr@hampshirealc.org.uk
or phone 023 8068 8061

What are the Membership Levels?

Benefits	Bronze	Silver	Gold
Access to qualified HR Professionals for general advice and support by phone or email	✓	✓	✓
Access to Employment/Case law Fact-sheets	✓	✓	✓
Ad-hoc HR/Employment Law updates	✓	✓	✓
Access to online advice/tools	✓	✓	✓
Quarterly Newsletter	✓	✓	✓
Access to community/members forum	✓	✓	✓
Discount on training courses	✓	✓	✓
Desktop review of current HR Policies and Procedures to ensure compliance	✓	✓	✓
1 free HR training course for 1 member per year	✓	✓	✓
Onsite annual health check of HR documents	✓	✓	✓
Onsite annual health check of HR documents, discussion with staffing committee on current issues & updates	✓	✓	✓
2 free HR training courses for 1 member per year	✓	✓	✓
One on-site visit per annum	✓	✓	✓
Detailed review and comment on current HR Policies & Procedures	✓	✓	✓
Provision of employment templates	✓	✓	✓
Attendance at 1 employee casework meeting per year	✓	✓	✓

Our Services

LCPD provide advice and guidance related to:

- Absence Management
- Bids
- Capability, Discipline & Grievances
- Change Management
- Checking & drafts letters and documents
- Employment contracts, including drafting and checking
- Employment law
- GDPR
- HR Administration
- Inductions
- Investigations
- Maternity
- Organisational design & development
- Paternity
- Performance management, including appraisals
- Recruitment, including preparing job descriptions, adverts and interview questions & assessments
- TUPE