

PULBOROUGH PARISH COUNCIL
Working together for a better future

To Members of the Finance & Policy Staffing Sub-Committee:

You are hereby SUMMONED to a meeting of the Finance & Policy Staffing Sub-Committee to be held in the Committee Room, Pulborough Sports Pavilion on **Thursday 26th October 2023 at 4.00pm.**

Public and press do not have a statutory right to attend this meeting and are excluded due to the confidential nature of the business to be transacted.

Harry Quenault
Clerk

01798 873532 reception@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 19th October 2023

AGENDA

- 1. Apologies for Absence**
To receive and approve apologies for absence.
- 2. Declarations of Interest and Changes to Register of Interests**
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**
To approve the minutes of the meeting held on Tuesday 25th May 2023. (previously circulated)
- 4. HR Support Fee**
To consider entering a HR contract with a provider annually. (Appendix A)
- 5. Staff Matter**
To consider an existing staff matter and how best to proceed. (*Further details to be provided at the meeting*)



PENINSULA

Service proposal

Prepared for: Pulborough Parish Council





Welcome to Peninsula

Thank you for attending our recent meeting, please see a copy of our Peninsula proposal which details the information relating to the products and services that we provide including the optional insurance provided by a third-party insurer Irwell Insurance Company Limited.

Please see a copy of our insurance service documents which tells you more about us, our service, the product we offer, additional information about the insurer, how we earn commission and how to make a complaint, [click here](#).

Attach is a copy of the insurance product information document which provides you with the significant features and benefits of the policy and the exclusion for you to make an inform decision, [click here \(IPID\)](#)



About us

Peninsula has been helping businesses to be compliant with HR and health & safety legislation for over 35 years. We are now trusted by over 42,000 SME owners and employers in the UK and Ireland providing a unique service offering which is unparalleled in the marketplace.

At the heart of our company is a commitment to the health and growth of our clients. This means we are not just a source of expert help, but we are also a trusted partner. We pride ourselves on delivering a service that mitigates risk, adds value, and allows businesses to focus their time on what they do best.

Through the hundreds and thousands of discussions we have every year with our clients, we identify themes and trends which in turn help to future-proof your organisation with timely advice and innovative new services.

Notwithstanding the scale of Peninsula, our service delivery remains focused on the relationship that we have with our clients, working in partnership to enable us to deliver bespoke solutions based on your specific requirements, culture and ways of working.



Understanding your proposal

Within this document you'll find a full overview of all of Peninsula's services.



The services which are included in your solution are clearly marked with a tick next to their title

If you see any services which are not included in your solution that you'd like to discuss further, please don't hesitate to ask your Business Development Manager who will be able to talk you through the benefits to your business.

Our promise

Our promise to you is to provide the highest quality service available for HR and H&S services, a hallmark of Peninsula and our teams. We will be on hand to support you 24/7, 365 days a year, providing you with expert advice and access to a wealth of resources from our certified professionals.



24/7 Support



Tailored documentation



Online HR software



Legal representation



SafeWorkCheck review



Don't just take our word for it..

Not only is feedback an important learning and development tool, but it is great for us to hear how our clients are experiencing the Peninsula service. You can check out our Feefo score based on over 10,000 independent customer reviews by visiting:

peninsulagrouplimited.com/about/testimonials



**Platinum
Trusted Service Award**
For consistently
delivering excellence

★★★★★
2022 feefo



When a team member became a problem

"When a team member became a problem, I knew I had to deal with it in the right way. Peninsula's 24-hour advisors and team were on hand to deal with any HR matter like employment contracts, sick leave, or access to online HR software.

We know the farm's future is secure and are free to give our full focus to changing lives for the better."

Jennie Street
Managing Director



I was given a HR outline in clear terms

I was given a HR outline in clear terms and then passed to a H&S expert to go through and create a Risk Assessment tailored for under 18's. Gemma took me through each step, she was clear and explained in a pace that I could follow easily.

Claire Jarvis
HR & Admin Manager



Very Reassuring Service

The service from Peninsula was very professional. It was very easy to communicate with the consultant, he was clear and precise and I knew where I was every step of the way. I am very pleased with the service and the constant guidance all the way through. I will absolutely be taking advantage of this service again

Catarina Prichard
Director

How we will help your business

Our HR and health & safety experts are here to help you keep up to date with legislation. Our services take the complication out of compliance, by ensuring that you are complying with all relevant HR and health & safety regulations with a tailored solution to meet your needs.

Our services include:



HR compliance

An expert will assess your needs and provide tailored documentation to ensure compliance with employment standards legislation.



24-hour telephone access

Professional expertise on our advice line.



Safe check review

An independent evaluation of health & safety compliance.



Online HR software

BrightHR is an absence management system with clocking-in technology and expense tracking.



Health & safety

A consultant will provide you with a framework for managing health & safety in your workplace.

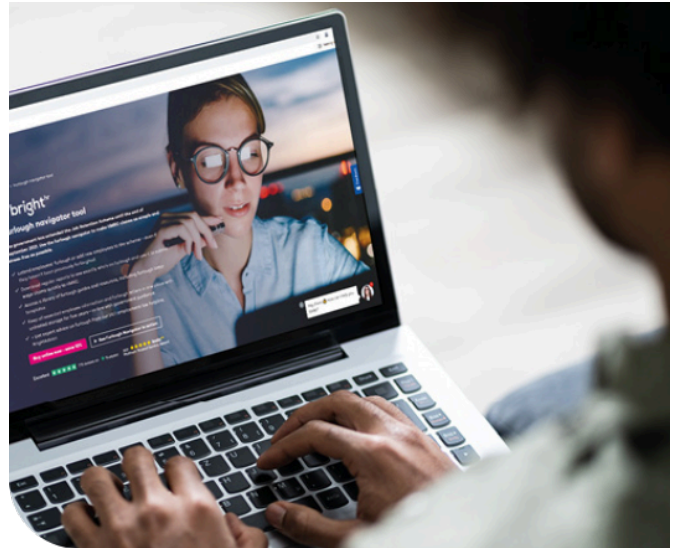


Keeping you updated

Continuous review of change in law and subsequent notification of these changes to you.



Employment services



Employment law and HR

- Your HR consultant will provide an in-depth review of your employment documentation and policies to ensure compliance with current legislation.
- We will provide tailored documentation and policies to establish rules, procedures, and standards to govern your workplace.
- You will receive changes and updates to your documentation should legislation change.
- We will provide an on-site introduction of your employment management systems once produced including a HR audit of your current employment files.
- You will have unlimited access to our bi-weekly employment law training E-Learning sessions and our monthly email on topical employment law news forthcoming changes in the legislation.



BrightHR

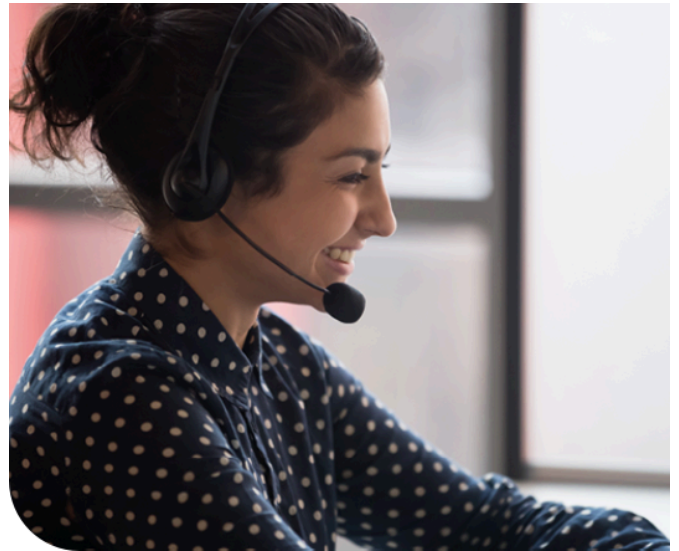
- Our award-winning cloud-based absence management system will allow you to manage staff data, leave, shift patterns and absence.
- You can monitor your business activity on the go with the IOS and Android apps.
- Our powerful reporting features will give you intelligent insights allowing for further tailored advice.
- You will be able to track the hours your employees work, monitor lateness and overtime via Blip.
- You can track expenses and manage employee payroll via PoP.
- VaccTrack will allow you to track which of your employees have received a COVID-19 vaccination.

Employment services



24 Hour advisory service

- Access to our 24-hour advice line, allows you to speak to our experienced HR professionals who will provide a bespoke and proactive solution to any issues or concerns you are having.
- Tailored documents and correspondence will be drafted by your consultant to ensure compliance, creating an audit trail for you by following clear procedures.
- We offer you continuity of advisor throughout a case which is particularly beneficial during a complex issue.
- Our Team of Solicitors are able to provide you with assistance on commercial legal matters and on areas such as Company Law, Commercial Contracts.
- Our payroll advice service provides you with assistance on all matters related to payroll.



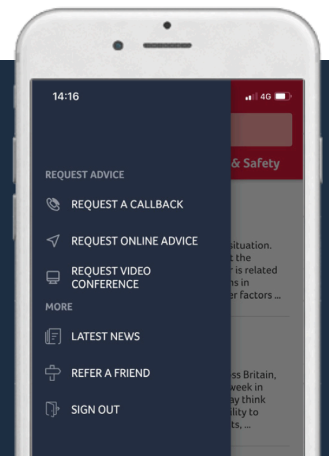
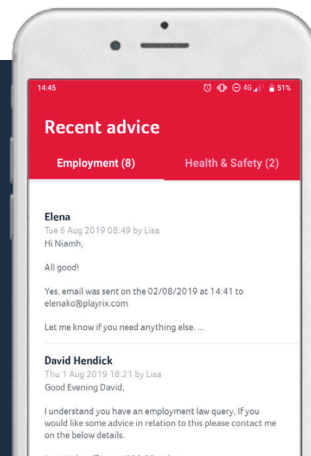
Optional insurance

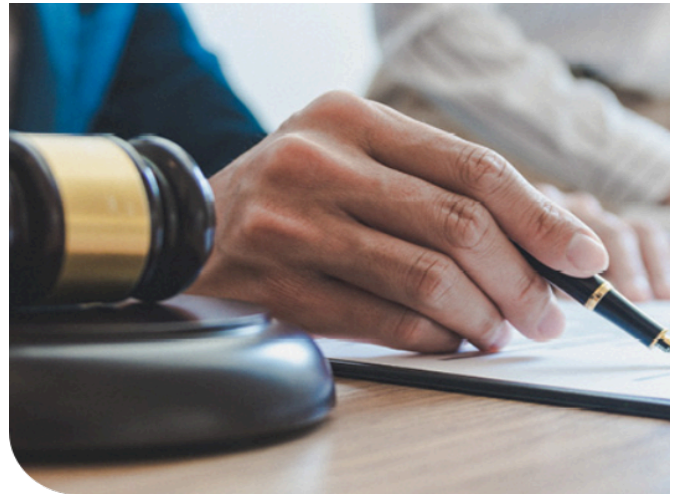
- We will provide you with cover for the defence of any future employment tribunal if you take and follow advice, and all policy conditions are met.
- Your dedicated team of specialists will support you from start to finish, up to and including trial if necessary.
- You will receive £200,000 of coverage per claim and £2,000,000 for all claims brought against your business in any one policy year.



Our advisory app

- You will be able to check history and the status of ongoing queries through your phone or tablet.
- Call our 24-hour advisory service at the touch of a button.





On site consultation

- As part of your service from Peninsula, you will have access to one HR consultancy meeting to conduct, or assist you to conduct, employee meetings and procedures.
- Your meetings may include hearings such as grievance, disciplinary, capability, consultations, workplace mediation or one off case review.
- Our experienced team can review paperwork and meet directly with your employee, completing any necessary reports following.
- One day on site training day for up to 16 delegates can also be provided tailored for your company needs a range of topics.



Employment Tribunal representation for your existing claim

- Our legal defence for your existing Employment Tribunal claim will include preparation for up to and including one day representation in Tribunal.
- Our Tribunal Navigator will guide you through the Employment Tribunal process and will ensure you understand what to expect at every stage of your journey.
- Our legal team will contact you to start the preparation of the case immediately and liaise with the other parties, ACAS and the Employment Tribunal to ensure the best possible result.

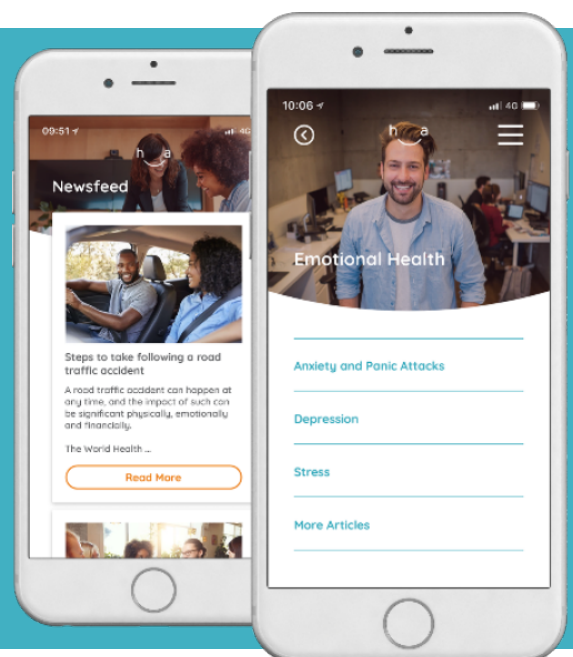


Employee assistance programme

Support your employees with their mental health and wellbeing with access to:

- A confidential telephone helpline - 24/7, 365 days a year, offering practical information and emotional support.
- Up to 6 sessions of telephone, online and face to face counselling.
- Support for your employee's, partner/spouse and dependants.
- Online Portal and My Healthy Advantage mobile app providing a wealth of tools and resources.

An EAP supports productivity and efficiency in the workplace with an average £7.27 return on investment for every £1 spent.



Health & safety services



Health & safety

Peninsula's workplace health & safety services give you everything you need to meet HSE rules and protect your staff. Here's how:

- **On-site assessment.** A health & safety expert comes to your site to identify your risks and hazards. Then you get practical advice on how to meet UK laws.
- **Written policies.** We write your health & safety policies to protect your people, saving you time and effort.
- **Annual reviews.** For each year of your contract, a consultant gets in touch to review your health & safety processes and give you advice on how to keep your business safe.
- **Time saving software.** You get access to BrightSafe, easy-to-use health & safety software that lets you manage your risk assessments, documents and processes in one secure place online.



BrightSafe

From risk assessments to accident reporting, BrightSafe gives you the tools to manage your health & safety in one place online.

Simply log in from your computer or laptop to:

- **Create risk assessments.** Follow step-by-step guides and use over 250 templates to carry out risk assessments to professional standards.
- **Record accidents.** Meet the HSE accident reporting rules and use your data to cut hazards at work.
- **Access policies in a click.** Forget filing cabinets and paperwork, keep all your documents secure online.
- **Get expert training.** Take a range of online courses to boost your health & safety skills.

It's smart software that makes it easy to protect your people and meet UK laws. And it comes as standard with your Peninsula health & safety package.



Health & safety services



24/7 health & safety advisory services

- With Peninsula, you get unlimited access to 24-hour advice line staffed by UK-based health & safety experts. Call any time day or night and get the answers to your toughest health & safety questions.
- Our consultants are members of either the Institute of Occupational Safety and Health or the International Institute of Risk and Safety Management.
- They give practical advice that's relevant to your business, always in plain English that you can understand.



Optional insurance

- We will provide you with cover for the professional fees and expenses incurred as part of a prosecution under health & safety legislation.
- A dedicated team of specialists will support you from start to finish, up to and including trial if necessary.
- You will receive £200,000 of coverage per claim and £2,000,000 for all claims and prosecutions brought against your business in any policy year.



PENINSULA



On site visit

We help you do your risk assessment in person, on-site, at a time that suits you. Here's how it works:

- You tell us the date and time and a qualified health & safety expert comes to your site. They guide you through your risk assessment and help identify the hazards in your workplace. Your consultant gives you practical and cost-effective steps to remove your hazards, reduce your risk and keep your business safe.
- Plus, you get access to a suite of online tools that help you keep your risk assessment up to date—even after we've gone.



Safe check

- The Safe check review will provide you with an independent evaluation of your health and safety compliance.
- This includes a tour of the premises and a review of any existing health & safety documentation giving pragmatic advice at the time, followed by a professional report outlining actions for improvements.



Documentation



People



Premises



Equipment



Fire safety

Your bespoke quote

The elements of our consultancy service as described in this proposal will be tailored to your specific needs. The proposed service fee for your requirement is:

Service Term	Monthly Fee	Savings
60 Months Employment Services Essentials + with Insurance / brightHR / EAP / SafeCheck	£125.00	

This fee is based on your current number of employees which is 5 and will be fixed for the duration of the service term. Fees quoted are subject to the applicable sales tax. This proposal is valid for 7 days from 22/09/2023.

What's included



HR services

- Employment law & HR
- BrightHR
- 24 Hour advisory service
- Optional insurance
- Our advisory app
- Employee assistance programme

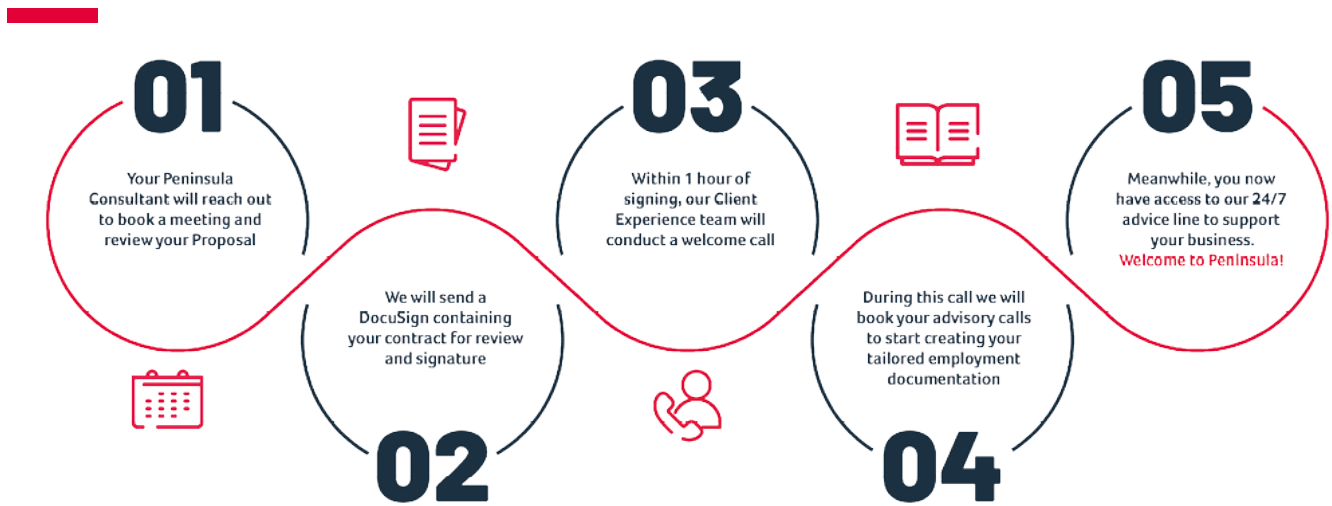
Health and safety services

- Safe check

Not included: onsite consultation, employment tribunal representation for your existing claim, health & safety, brightsafe, 24/7 health & safety advisory services, optional insurance (hs), on site visit



Next steps



Now that you have seen what Peninsula can do, we hope we have the solution for you and we would be delighted to become your trusted partner.

If you have any questions in relation to this proposal, please don't hesitate to contact me.

Nicholas Jones
Business Development Manager

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+447870883248

nicholas.jones@peninsula-uk.com



0800 028 2420
peninsula-uk.com
Peninsula, Victoria Place, Manchester, M4 4FB



Proposal Documentation for



About BrightHR

When BrightHR first kicked off in the UK back in 2015, we were armed with a small group of staff and big plans to grow.

Since then, we've expanded to Ireland, Canada, Australia and New Zealand—and now have over 600,000 BrightHR users.

But despite our expansion, our mission will always stay the same: **to give small business owners, like you, a way to manage HR that is easy, efficient and affordable.**

We're getting bigger and better as we go, and have no plans to slow down any time soon...

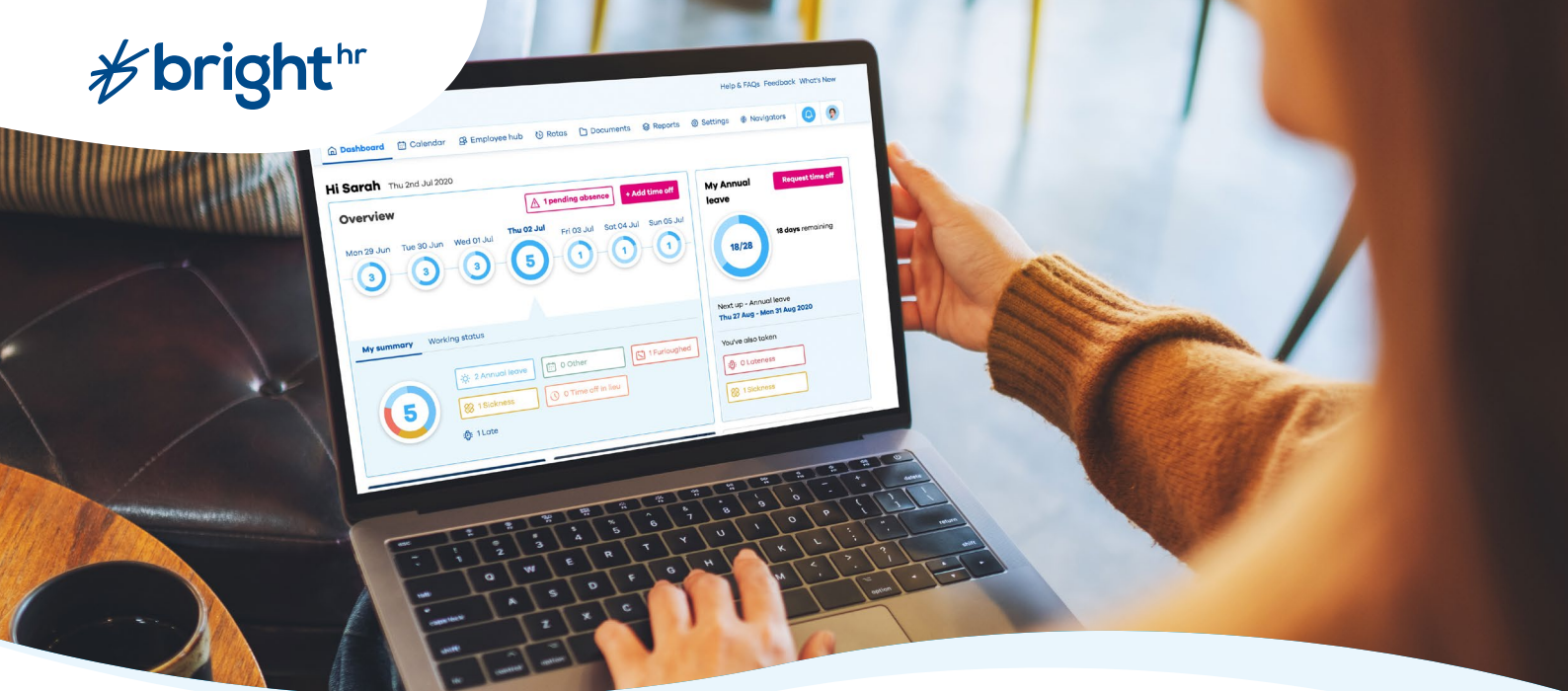
Do your HR the modern way

BrightHR's software lets you manage your HR in one place, all from your desktop and nifty mobile app. So you can finally say goodbye to piles of paper, shun those spreadsheets, and kick your collection of lever arch files to the curb...

What's more, **our software is easy to use, efficient, and affordable**—because you're too busy for confusing tech talk and complex systems, and you don't need something that's going to break the bank when you're trying to run a business.

And if you're already using some HR software, **switching over to BrightHR is a piece of cake.** In fact, we have a whole team of pros dedicated to transferring over all your information, and you can even get someone to your workplace to sort the switch for you in person.

Let's delve into the BrightHR features that transform HR in your business, so you never look back...



BrightHR Software

Track your team's attendance in a click

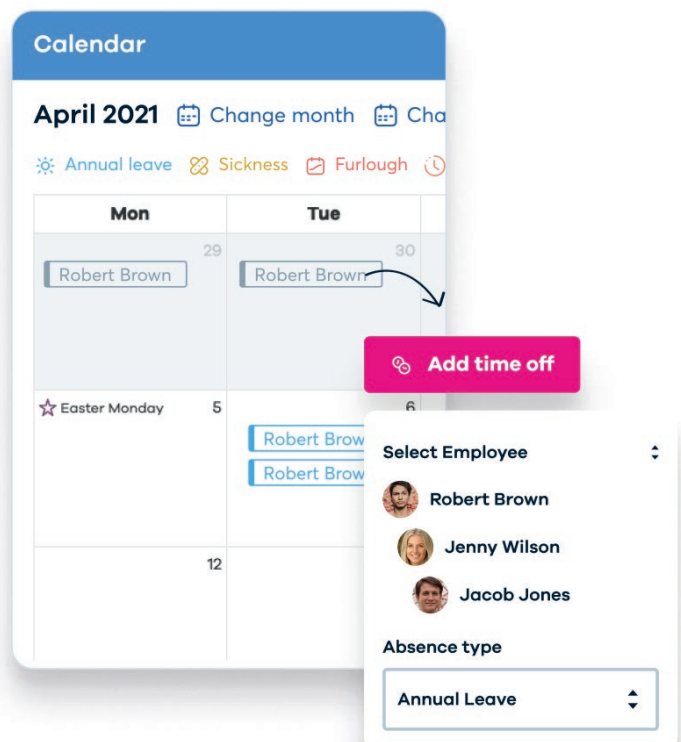
Use the free iOS or Android absence management software to:

- Record absence with ease.
- Instantly spot when someone takes too much sick leave.
- Check who's free to cover last-minute shifts.
- Update senior staff or managers.
- Scan fit notes, self-certification forms and hospital letters with your phone and save them into your unlimited storage space.
- Get push notifications to remind you to check on someone's recovery, so you can prepare for their return to work.

Make holiday leave a breeze with the staff holiday planner

The **staff holiday planner** automatically calculates holiday entitlement, flags any clashes, and records your whole team's absence in one central calendar—that's past, present and future.

Staff can make holiday requests and you can approve it on-the-go, wherever you are.



Every staff absence can hurt your business by as much as **£522 per employee**



60
the average number of holiday requests made per business in the last year through BrightHR (that's 4.2 per employee)

A complete filing system in your pocket

Ditch the filing cabinets and ancient hard drives with unlimited HR document storage

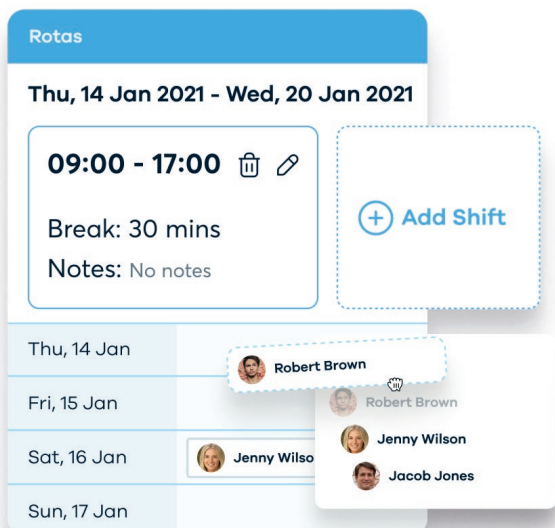
- Secure cloud-based software, so your confidential information is safe.
- Update someone's salary or check the company handbook in seconds.
- Get instant notifications for important dates.
- Request read receipts from employees when uploading documents in the company folder.

Unlimited document storage space—guaranteed.



1,478,947

Over one million documents were uploaded by BrightHR users last year—that would have been a lot of paper storage...



Next level shift & rota planning software

Bin the paperwork and scrap the spreadsheets forever

- Make a single rota or several at once in record time, every time.
- Share them with your staff in an instant using the free app.
- Be confident that your people know where they need to be and when.



60%
of businesses have
seen a reduction in
staff lateness within
two years of using
BrightHR

Save time on your payroll reporting with our easy-to-use online tool

Store employee details and run reports, so you can generate important information at the click of a button whenever you need to submit payroll reports to HMRC.

Keep track of who's had the COVID-19 vaccine in your business with VaccTrak

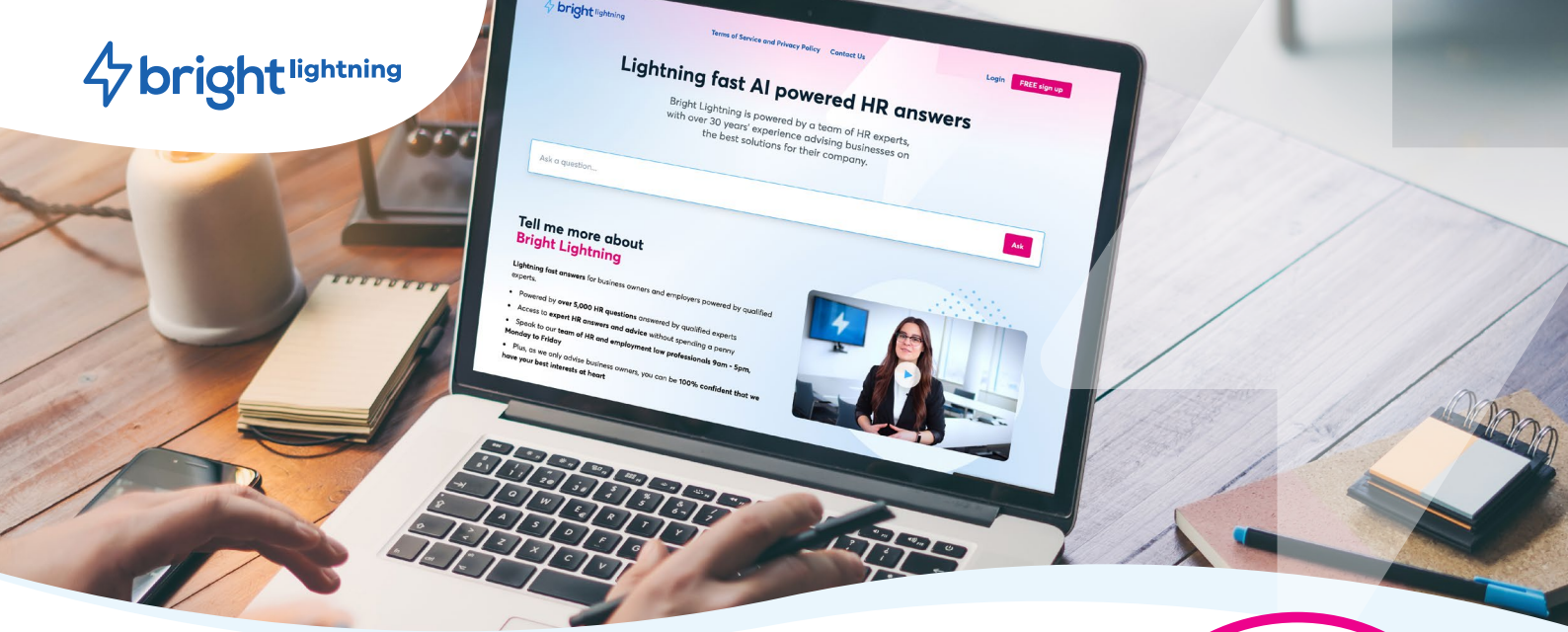
Update your employee profiles and download regular reports to see exactly who's been vaccinated. Plus, download professional letter templates to encourage your staff to have the vaccine and access our exclusive vaccine awareness course.

Manage all your back to work processes in one place

The back to work navigator tool gives you one place to manage all your back to work processes—so you can get your business back on its feet again in no time.

Protect your business with our redundancy navigator tool

Use our step-by-step redundancy guide to help you meet UK redundancy laws. This brand-new online tool walks you through the redundancy process and helps to free you from stress and worry.



Bright Lightning

Lightning fast AI powered HR answers

Do you have important HR questions and want the answers at lightning speed?

Then look no further than Bright Lightning- the UK's first AI platform.

Bright Lightning is powered by a team of 50+ HR advisors with over 30 years of experience advising businesses on their company's best solutions.

More About Bright Lightning

Bright Lightning provides lightning fast answers for business owners and employers powered by our qualified experts.

- ✓ Powered by **over 5,000 HR questions** answered by qualified experts.
- ✓ Access to **expert HR answers and advice** without spending a penny.
- ✓ Speak to our **team of HR and employment law professionals 9am - 5pm, Monday to Friday.**
- ✓ Plus, as we only advise business owners, you can be **100% confident that we have your best interests at heart.**

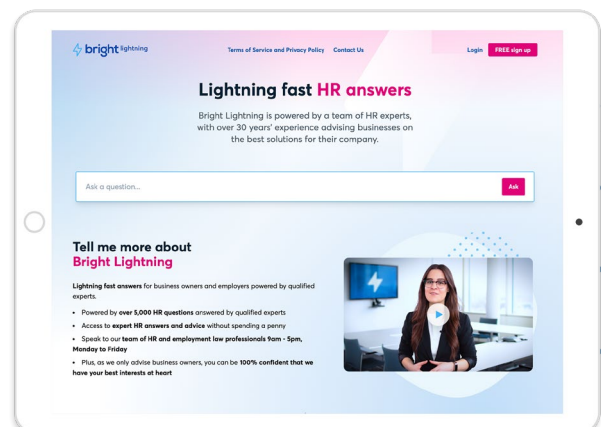


Watch the
Bright Lightning
video now

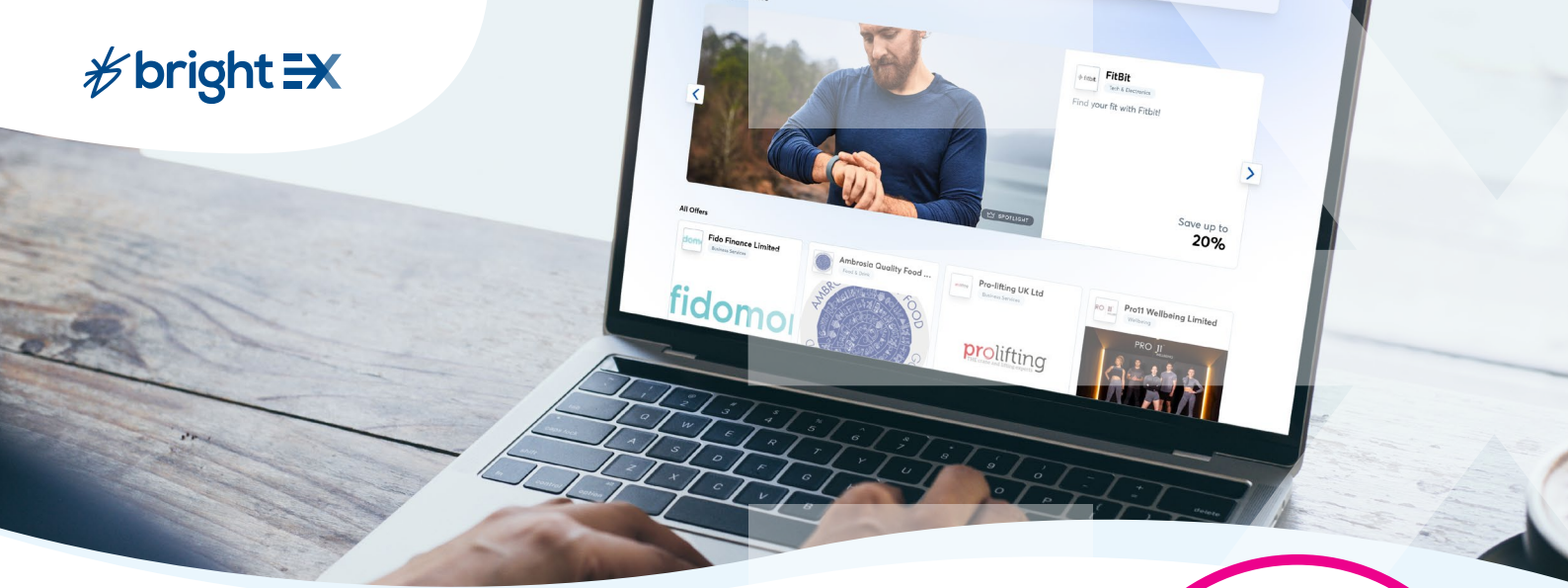
Why Bright Lightning is FREE

It's simple, really. We don't think you should have to rely on pricy high-street solicitors or unreliable internet sites for your HR advice.

So, we created Bright Lightning to help you get clear and reliable HR answers that won't cost a penny.



Visit lightning.brighthr.com
now to get started for FREE



Bright Exchange

Grow your business with Bright Exchange

The HR, health & safety and people management support we provide gives you the confidence and peace of mind you need to operate your businesses effectively.

But now with Bright Exchange we're going even further to ensure your business growth and success.

With Bright Exchange you will receive access to an exclusive community of over 40,000 like-minded UK and Ireland business owners and 400,000 individuals. Providing valuable exposure and growth opportunities alongside the HR and health & safety services you already enjoy.

Supporting your growth

Spotlight positions are available to ads with the strongest engagement and the most compelling offers, giving maximum exposure and reach.

And the best part? Bright Exchange is 100% **FREE** for BrightHR users. Simply log in and add an offer to the marketplace to get started.

Regional focus or national reach

Whether your business focusses on a local market or trades nationally, Bright Exchange lets you create offers for the customers you want to attract.

You can advertise to either business or consumer audiences, ensuring you're in front of the right buyers.

Our team are on hand to help you promote your brand, co-market and grow together. Plus, you can get smart insights into how your ads are performing to improve sales.



Watch the **Bright Exchange** video now

On-boarding support

You don't need to be tech savvy to use Bright Exchange, if it's a photo or image of your business or product and no more than 5 clicks, we also provide a fully comprehensive, complimentary on-boarding service to make sure you know how to make your ad "stand-out".

Plus full training so you can make the most of the free advertising platform whenever you have an offer you want to share.

Buying and selling

Bright Exchange is also a fantastic place to find suppliers, saving your company money and even your employees.

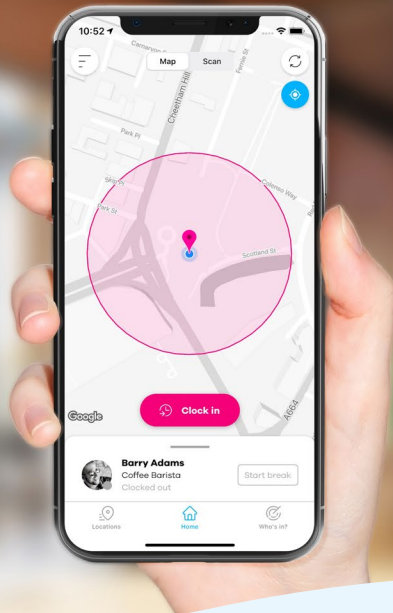
The employee offers, for example, 20% off all Fitbit products, are a great perk for your staff.

Don't miss this opportunity

Bright Exchange gives you the opportunity to grow your business and give your employees a no cost benefit.

This free exposure can increase sales and help secure a profitable and productive future.

Visit exchange.brighthr.com now to get started for **FREE**



Blip

Clock in and out of work with Blip

The staff management app that lets your people clock in and clock out of work using their mobile phones. See who's in, who's off and who's on a break at the tap of a button.

10 Million

This year, we celebrated ten million global clock-ins with Blip. Watch out, world...



How does Blip work?

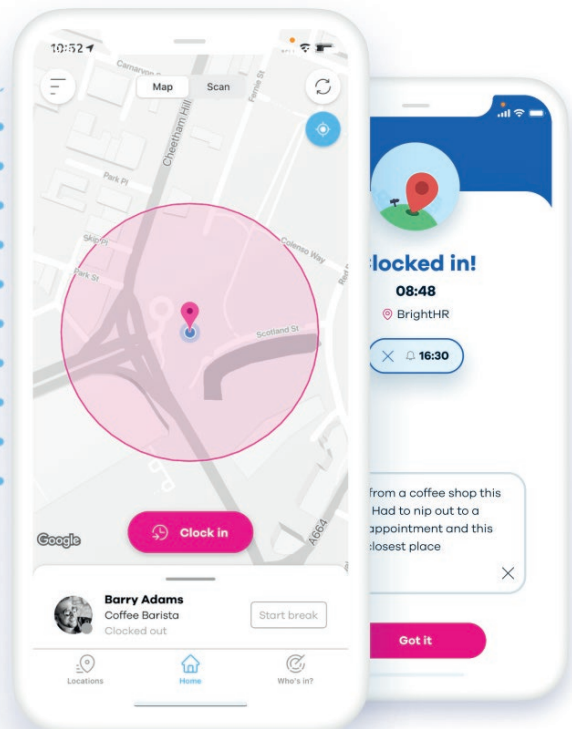
It's simple. There are two ways to track your staff hours, and you can use whichever suits your business best. Just download the app and you're good to go...

Set up a geolocation

Use the app to create a geofence (a virtual boundary) around your workplace. When your employees enter or leave the geofence, Blip picks up their location and asks them to clock in or out, helping you to know exactly where your staff have worked and for how long.

Scan a QR code

Alternatively, you can use Blip's smart scanning system to record your employees' work hours. Use the app to generate a QR code (a type of barcode) and print off as many as you like—then staff scan the QR code when they start and finish work, and their hours are recorded in Blip.





PoP

Your exclusive expense tracker app

PoP stands for proof of purchase. It's the expenses app that lets your staff snap and upload a photo of their receipt or make a mileage claim, and you can approve or decline their request with a simple swipe.

- Get instant notifications when an employee uploads an expense claim.
- The instant chat feature lets you chat to staff about expense claims.
- View your team's expense history by category and see how much they spend on food, travel and accommodation.
- Keep a secure record of your small business expenses so you can get maximum tax savings.

The smarter way to work out mileage claims

- Set the cost per mile.
- Staff enter their start point and destination.
- PoP does the maths for you.
- Get a mileage claim for the distance and cost.
- Approve or decline with a swipe.



The shortest journey recorded on PoP was under 0.01 miles. You could walk this distance in about 60 seconds. That's like charging your boss for the 'journey' every time you go to the office kitchen to make a cuppa.



82%
The increase in
employment tribunal
claims last year.

BrightAdvice

Forget high street solicitors with their hefty £250+ hourly rates. BrightAdvice is your direct line to qualified legal experts.

Employment law advice for your small business

- The fastest route to solving your HR problems.
- Qualified, UK-based employment law advisers available 24/7.
- Designed for smaller businesses and the HR issues affecting you.
- Free BrightAdvice app that gives you access to legal support on the go.
- Optional legal expenses insurance covering claims of up to £1 million per year.



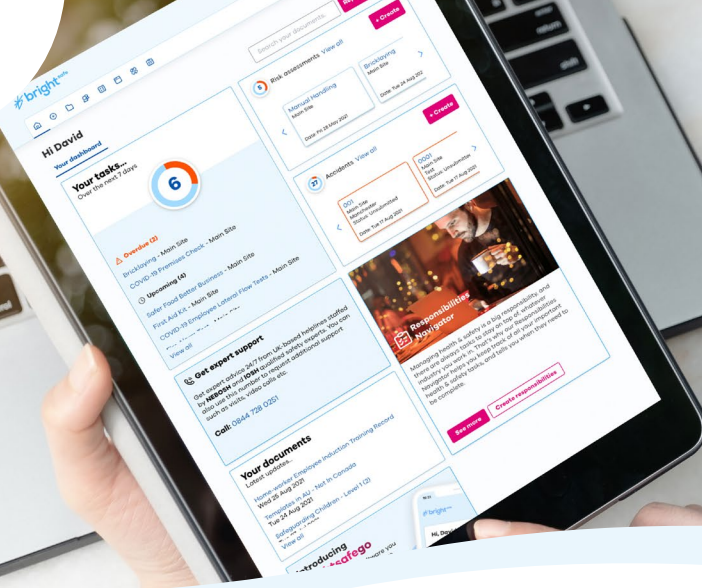
£8,500

The average cost of an employment tribunal for a UK employer (2020)

Top 5 questions our advisers get asked:

1. If my employee's been off sick for a long time, what should I do?
2. How do I make changes to employee terms and conditions?
3. If I dismiss an employee, what are the potential consequences?
4. One of my employees is complaining they're being treated differently by their colleagues. What should I do?
5. How do I make sure I'm Good Work Plan compliant?





£118,842
One claimant's award
for unfair dismissal
last year

BrightInsure

Safeguard your business's future with BrightInsure

Few small businesses could cope with the cost of defending themselves if an employee took them to an employment tribunal...

BrightInsure gives you cover in unfair dismissal and indirect discrimination claims for up to £1 million.

So if you go to a tribunal and lose, as long as you meet the terms of your policy, you won't have to fork out thousands in compensation. **Because BrightInsure will cover the cost for you.**



£10,812

The average unfair dismissal award (2019-2020)



BrightBase

Your complete HR and health & safety library

BrightBase is an easy-to-use online portal that gives you everything you need to keep your business compliant with employment law, including:

- Thousands of expertly-written guides.
- Time-saving tools and templates.
- Facts about health & safety law and legislation.



BrightBase content is constantly being updated, so you can be confident that you have the latest information on any issue.

Whether you're taking disciplinary action, handling a grievance or educating staff on fire safety, BrightBase helps you manage it:

- Create health & safety audits in minutes.
- Log accidents in seconds.
- Get accurate maternity pay calculations in an instant.
- Access case law.
- Create your own contracts.
- Pick up handy training presentations.

Brightbase Documents

Browse by category

All (226) **Disciplinary (58)** Grievance, Redundancy (29)

Offer letter
Flexible employment

Redundancy letter
1.49 Mb

[Download](#)



Bright Wellbeing & Counselling

Bright Wellbeing and Counselling is an EAP (employee assistance programme) that helps your staff balance the pressures of work and home life.

- Physical wellbeing
- Mental wellbeing
- Social wellbeing
- Financial wellbeing

Unlimited access to our 24/7 care line

Whether for work-related issues or personal problems, your employees can call our 24/7 helpline for advice and support whenever they need it.



43%

How much EAPs helped slash sick leave, based on data from last year

Did you know?

31% of UK employees have been formally diagnosed with a mental health issue.

BrightHR's EAP is provided by Health Assured, the largest health and wellbeing support platform in the UK.

Quick access to face-to-face counselling

With over 1,600 qualified counsellors across the UK, we can refer employees for face-to-face counselling close to their home, bypassing long waiting lists.

On-the go support with our mobile app

Our Health e-hub app is free to download and is packed with features including webinars, online therapy, and healthy living advice.



BrightSafe: Online health & safety software

Simplify your health & safety

BrightSafe's online software helps you to keep on top of all your health & safety management, so you can protect your people and your business. The easy-to-use features let you:

- Create and manage risk assessments to standards set by the HSE.
- Add tasks to help you manage control measures and reduce potential hazards in your workplace.
- Record any workplace accidents and carry out investigations to reduce risks and protect your people.
- Keep all your policies and documents in BrightSafe's secure cloud-based software with unlimited storage space.



Access exclusive e-learning courses that are CPD-accredited & assured by RoSPA qualifications

With BrightSafe's interactive and easy-to-follow online courses, you can get your staff up-to-date with the latest health & safety laws in no time.

The modules cover all the essential topics, including:

- Fire safety awareness
- Risk assessments
- Manual handling
- Display screen equipment
- Hazardous substances

Plus, as the courses are all online, you don't have to worry about taking groups of employees away from work to attend expensive workshops or go to formal training courses.

Instead, your employees can dip in and out of online classes whenever they have a spare moment. They even get a certificate for every course that they pass.



BrightSafe helpline

Your direct line to qualified health & safety experts.

Get trusted health and safety advice and support to protect your business, your people and you.

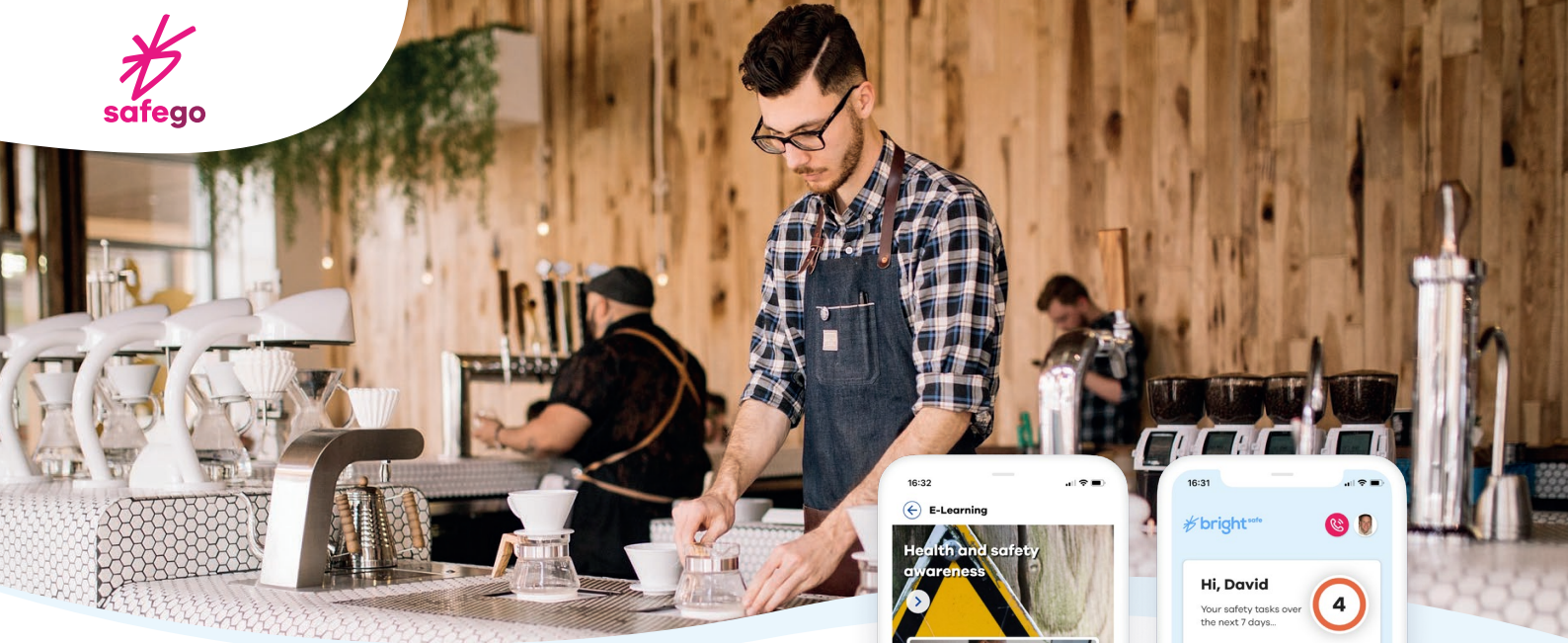
Office, salon, café, construction site—it doesn't matter where you work, every business owner needs to manage health & safety.

We advise small businesses on all areas of health & safety management, including:

- Workplace hazards
- Risk assessments
- Fire safety
- Manual handling training
- Productive equipment
- Incidents, accidents and disease
- First Aid
- Accident reports



- ✓ Speak to UK-based advisors 24 hours a day, 7 days a week.
- ✓ Tailored advice so you're confident that your business complies with the latest health & safety legislation.
- ✓ Free access to a library of health & safety document templates.



BrightSafe on the go

The exclusive mobile app that lets you manage health & safety tasks—wherever you are.

- Review risk assessments on the go and set review date reminders.
- Identify new workplace hazards in real-time and instantly upload images.
- Get a clear view of which safety tasks need completing and which are overdue.
- Complete CPD-accredited e-learning courses at a time that suits you.
- Speak to qualified health & safety experts at the tap of a button.

Keep on top of health & safety tasks

Whether it's replacing an old ladder or testing a fire alarm, there's always a health & safety job that needs completing in your workplace. And that's why we've created BrightSafe's new task list for the app.

It's an exclusive new feature that shows you which health & safety tasks need carrying out over the next seven days, based on your risk assessments. It even tells you which ones are overdue, so you don't forget to complete them.

Then, once you've finished the job and updated your risk assessment, BrightSafe automatically removes the task from your list—helping you to prioritise what's left.

Complete e-learning courses on the go

BrightSafe On the Go comes with a range of e-learning courses to help you and your employees

stay up to date with the latest health & safety laws. The courses cover essential topics like:

- Display screen equipment
- Hazardous substances
- Fire safety awareness
- Lone working
- Manual handling awareness

Plus, as all the courses are available through the app, you and your staff can dip in and out of them whenever you have a spare moment. You'll even get a CPD-accredited certificate at the end of each course.



brighthr.com

From: [Reception](#)
To: [Harry Quenault](#)
Subject: FW: BrightHR Quote
Date: 16 October 2023 16:51:12
Attachments: [BrightHR_Sales_Proposal.pdf](#)
[1617175053-IPTD - BHR - BrightInsure.pdf](#)

Beverly Nobbs

Deputy Clerk to Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

Tel: 01798 873532

Parish Council Office opening hours are Tues-Thurs 9am-12.30pm.

My hours are 9am-5pm Mon-Thurs, 9am-4.30pm Fri. Email

deputy@pulboroughparishcouncil.gov.uk

From: Elliot Moore <Elliot.Moore@brighthr.com>
Sent: Monday, October 16, 2023 3:29 PM
To: Reception <reception@pulboroughparishcouncil.gov.uk>
Cc: Sam Kelly <Sam.Kelly@brighthr.com>
Subject: BrightHR Quote

Hi Harry,

I hope you are well.

Following your conversation with Sam, I have attached some information on the services which we discussed, along with the relevant discounted costings we can offer for a decision before the end of the month:

-

Protect package (pages 1-12 are covered)

36-month term: £70 per month + VAT

60-month term: £56 per month + VAT

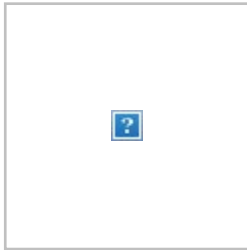
Optional insurance policies: 10 per month + IPT

- Access to CIPD L7 qualified Employment Law specialists on a 24/7 basis to provide ongoing case management of any Employment Law query, question, or challenge. Get confidential HR advice to help you avoid mistakes, employment tribunals and huge financial penalties.
- BrightBase gives you access to a library of expertly written HR documents, including employment contracts and handbooks, how-to guides, factsheets, and templates. And as it's continually kept up to date with changing guidance or legislation, you can be 100% confident that it's always accurate and in line with the law.
- Ongoing access to Employment Law updates and legislative changes through the Bright Advice App and email notifications – to make sure you are always in the know with any changes that may impact on your staff and business.
- Advice from our commercial solicitor's team
- Access to BrightHR's award winning software which includes a timesheet application and expenses tracker.

These prices will be fixed for the term and will not increase, even if you take any more staff and grow as a business. Any questions, please do just ask. I look forward to speaking with you soon.

Kind Regards
Elliot

Third Party Sensitive



Elliot Moore

Business Development Partner

T: 0161 513 0468 W: www.brighthr.com



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