

# Trusted Services

*Available for purchase by Town and Parish Councils - 2020*



# Welcome

## *It is our responsibility to work with partners*

As a district council it is our responsibility to work with partners, towards a shared aspiration for Bolsover to be the best area and the best council. One of our key aims is to deliver high quality cost-effective services by engaging with our residents, our partners and our staff.

To support this aim and in working together to deliver the best services to our communities, we have developed packages of professional support for Town and parish council's to utilise.

We have a range of professional services with a wealth of public sector experience that provides confidence, capability and capacity to allow us to help our partners achieve our collective aims. Our officers have great knowledge, professionalism, and pride in working for the benefit of the local community, and are eager to extend that support to you. We also ensure that

officers are trained, qualified and insured, giving you high quality advice that you can trust.

Many of our town and parish councils are already benefitting from long, continued relationships with our teams, as we have provided valuable services to you for many years. We want to give everyone the same opportunity to take advantage of this offering and therefore, have designed this package of support to allow you to reflect on services you may already purchase, and consider the benefits of procuring these services from us.

Working together we can continue to improve services, as we assist you to make best use of limited resources and meet the ever increasing demand for services.

To ensure we maintain a high quality service to our customers we accept work, where capacity allows us, to give you the appropriate attention.

Don't hesitate, contact us today. You can trust your local council, we are the safest pair of hands out there.

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# Health and Safety services

**Daily rate: £300**

**Half daily rate: £150 - £200**

*depending upon the length of the half-day*

*Specific projects will be priced separately.*

*Prices will be reviewed every April, so please contact the team to ensure this is the latest information.*

## Health and Safety services available:

1. General Health and Safety advice and guidance.
2. Health and Safety inspection of undertakings/activities etc. including an action plan.
3. Health and Safety audit - provides a formal record of issues currently being well documented and managed and identifies those which are outstanding or should be addressed. An action plan is included.
4. Preparation of policies, guidance notes, risk assessments and safe systems of work.
5. Measuring noise levels and advising on any actions to take.
6. Measuring hand arm vibration levels and advising on any actions to take.
7. Training:
  - Bespoke toolbox talks/awareness sessions.

- Specific courses are available via the ongoing Health and Safety training programme (delivered by external trainers).

Course	Duration	Price per delegate
Sharps awareness	½ day	£45
Inspecting and using ladders	½ day	£45
Job specific manual handling	½ day	£40
Asbestos awareness	½ day	£45
Lone working	½ day	£45
Emergency First Aid	1 day	£50
Fire Warden Awareness	½ day	£45
Legionella Awareness	½ day	£45

*This is a non-exhaustive training course programme - please contact the team for further details*

## Contacts

**Bronwen MacArthur-Williams**, Health and Safety Manager. E: [Bronwen.macarthur-williams@bolsover.gov.uk](mailto:Bronwen.macarthur-williams@bolsover.gov.uk)  
T: 01246 242403 or 0798 093 3990

**Rebecca Hutchinson**, Health and Safety Co-ordinator. E: [Rebecca.hutchinson@bolsover.gov.uk](mailto:Rebecca.hutchinson@bolsover.gov.uk)  
T: 01246 242564



# HR and Organisational Development

**Fully Qualified HR Professional:  
£50 per hour**

**Part Qualified HR Professional:  
£40 per hour**

**HR Officer/Support:  
£30 per hour**

**Occupational Health  
appointment:  
£100 per appointment**

*Plus mileage @ 45p per mile and any  
other expenses occurred.*

*Prices reviewed on an annual basis each  
April.*

## HR and Organisational Development services available:

1. General HR advice and guidance
2. Employee relations casework - disciplinary, sickness, grievance, capability etc.
3. Restructures/reorganisations/TUPE/ redeployment/job evaluation
4. Preparation of policies and guidance
5. Training
6. Organisational development - health and wellbeing, learning and development, workforce planning
7. Mediation
8. Occupational health access
9. Advice on apprenticeships/qualifications
10. Project support

## Contacts

**Sara Gordon**, HR and OD Manager  
E: [sara.gordon@ne-derbyshire.gov.uk](mailto:sara.gordon@ne-derbyshire.gov.uk)  
T: 01246 217677 or 07814 140646

**Peter Wilmot**, HR Business Partner  
E: [Peter.wilmot@ne-derbyshire.gov.uk](mailto:Peter.wilmot@ne-derbyshire.gov.uk)  
T: 01246 217137





# Legal services

**Our hourly rate: £100**

*Any court fees would be in addition.*

The Contentious Legal team is a shared service at Bolsover District Council and North East Derbyshire District Council.

The team consists of three solicitors, a chartered legal executive and a legal support officer who collectively have over 50 years of Local Authority litigation experience including prosecuting environmental crime, planning enforcement, anti-social behaviour and land encroachments.

The team also benefits from an ex CPS lawyer who has practised criminal litigation for over 30 years.

Completing the team is the legal support officer who supports both the Contentious and Non Contentious teams as well as specialising in temporary road closures.

The team has received the highest praise for its practical advice, offering solutions rather than barriers and proactive approach.

The Team works closely with departments across both councils, often taking the lead in co-ordinating joint enforcement action and engaging with external agencies to ensure positive outcomes which benefit the community.

The team has developed a close working relationship with the police, providing general advice on Community Protection Notices, Closure Order applications and Criminal Behaviour Order applications where their work crosses over with that of the council's.

**We are able to offer advice and assistance with regards to the following issues:**

- Traveller incursions
- Injunctions
- Unlawful occupiers
- Fly grazing
- Anti-Social Behaviour (including nuisance youths, unlawful use of car parks, large gatherings and general nuisance)
- Complaints and investigations
- Policies and procedures

We will be able to provide written and/or telephone advice within a reasonable time of instruction. If we are unable to help you, we will try and redirect you to someone or a relevant organisation who would be better able to assist.

## Contact

Lisa Ingram, Solicitor/Legal Executive  
T: 01246 242477  
E: [lisa.ingram@bolsover.gov.uk](mailto:lisa.ingram@bolsover.gov.uk)



# Legal services (Conveyancing and contracts)

## Our hourly rate: £100

*Although we are happy to discuss a fixed fee for conveyancing and contract.*

*In addition to this, the Parish will be required to pay all incidental costs, e.g. search fees, registration fees etc.*

The Non-Contentious Legal team is a shared service at Bolsover District Council and North East Derbyshire District Council.

The team consists of one solicitor and three legal executives who have experience of either property related legal work, contracts or both.

The team has worked for parish councils on an ad hoc basis in the past, however we now wish to make this available on a formal basis.

**The services we are able to provide is as follows:**

## Conveyancing services

We are able to undertake all property related work, which includes:

- Sales of land and buildings
- Purchase of land and building
- Leases
- Licences
- Grants of easements

- Option to purchase
- Boundary issues
- Assisting with Land Registration issues.

## Contract services

We are able to assist with all your contractual requirements whether this be supply of goods, services or works. The work we can do ranges from checking the standard terms and conditions of your suppliers, to drafting contracts including major scheme JCT contracts.

We work closely with the District Council's Procurement team, who are also able to work with parish council.

It is highly likely that where a parish council uses the District to procure a contractor, that Legal Services will be available as part of the wider package. Legal Services are however able to assist where a parish has sourced its own supplier.

Please note that we are unable to provide assistance with contracts of employment.

We have professional indemnity insurance in place.

## Contact

**Jim Fieldsend**, Team Manager (Solicitor)  
Non-Contentious Team  
E: [jim.fieldsend@bolsover.gov.uk](mailto:jim.fieldsend@bolsover.gov.uk)  
T: 01246 242472





# Payroll services

**Prices start from  
£5 per payslip processed**

*No set up or hidden costs.*

## **Payroll service available:**

The processing of your payroll from start to finish to include:

1. Calculation of net pay and payments due by prescribed method.
2. Calculation and processing of statutory deductions, AVCs, PAYE, Attachment of Orders and other specified deductions.
3. Issuing of statutory documents as required. Payslips, P45's, P60's and P11d's.

4. Making BACs payments to your staff.
5. Initiating payments or deductions to DWP, HMRC, Derbyshire County Council and other designated payees. Completing and submitting all returns as required by payees, to include real time information reporting to HMRC and year end reporting to pension providers.
6. Maintenance in current form, personal records of NI numbers or categories, dates of birth, certifications of election, age exemption, each type of absence and all information as specified.
7. Provision of all management reports.
8. A help desk service to respond to all employee and employer enquiries on payroll related matters.
9. Management of auto-enrolment process in line with the regulations set by the Pension Regulator.

## **Contact**

Ollie Fishburn, Payroll and Systems  
E: [oliver.fishburn@bolsover.gov.uk](mailto:oliver.fishburn@bolsover.gov.uk)  
T: 01246 242525



# Procurement services

**Flat rate fee per project undertaken up to project value of £75k then 1% per £1k over and above.**

## Procurement services available:

1. Finding and agreeing terms, and acquiring goods, services, or works from an external source.
2. Ensuring you, the buyer, receives goods, services, or works at the best possible price when aspects such as quality, quantity, time, and location are compared.
3. Providing a fully compliant and efficient e-procurement portal and advertisement sites.
4. Expert support and guidance from highly experienced and qualified Procurement team.
5. Providing a simple step-by-step guidance and support throughout the procurement process.
6. Professional and dedicated service ensuring the most effective procurement to achieve best value through planned and skilful procurement.
7. Ensuring procurements reflect relevant sustainability, environmental issues and social impact.
8. Providing access to existing framework opportunities ensuring best value for money.
9. Ensuring full compliance with procurement policies and procedures.
10. Highly effective due diligence process, ensuring safeguarding of children and vulnerable adults in accordance with legislation.
11. Flexible and accessible team of experts at the end of a phone or email. Efficient and effective communication including reporting during the process, from start to finish.
12. Access to documentation for use including tender documentation, how to write effective specifications, evaluation guidance and letter writing services.

## Contact

**Sandra Williams**, Procurement Manager,  
Bolsover District Council  
E: [Sandy.Williams@bolsover.gov.uk](mailto:Sandy.Williams@bolsover.gov.uk)  
T: 01246 242457







Health and Safety, Human Resources,  
Legal Services, Payroll and Procurement  
- we've got you covered!

*Give us a call today*