



PENINSULA

Service proposal

Prepared for: St Dennis 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**



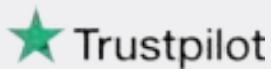
**SafeWorkCheck
review**



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



Peninsula are the people to go to

They are calm, collected, approachable, reasonable, and generally a pleasure to work with. They have the tools and resource of a big company, but go to great lengths to treat you as though you are their most important client, every time.

Good work Peninsula, keep it up!

Carl Medlin
Management Accountant



Capture CS

From the first phone call, peninsula has supported Capture to free us from our employment law and HR burden. 24/7, 365 accessibility. When it's urgent, you get the advice you need.

Abbie Enock



Professional and Positive Experience

It was a pleasure speaking to them. They very professionally and systematically led me through all the options available to us through the Online Portal, all of which will be immensely useful going forward. Discussions relating to the reviewing of our Employment Documentation and Employee Handbook were clear and concise. As promised by Mark, a number of follow up e-mails were received very promptly. We have always been impressed by and valued the Advice Service we have received from Peninsula and this was an equally impressive and positive experience. Our sincerest thanks.

Susan Haigh
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.



Powerful AI

Sometimes, you just need answers - fast.

That's why we developed BrAIinbox. Exclusively developed for Peninsula clients, it combines powerful A.I. with 40 years' employment law experience, giving you expert guidance in a click.



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.



e-learning

- GLU provides you with agile content and information solutions to meet the specific needs of your business.
- With GLU e-learning, we've got every area of your business support covered, so sticking with GLU for your business' e-learning needs will provide you and your staff with the knowledge and resources to support your business' Growth.



Employment services



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
12 Months Combined Essentials + with Insurance / brightHR / BrightSafe / EAP	£402.30	
36 Months Combined Essentials + with Insurance / brightHR / BrightSafe / EAP	£357.60	£44.70 (11.1%)
60 Months Combined Essentials + with Insurance / brightHR / BrightSafe / EAP	£298.00	£104.30 (25.9%)

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 17/06/2025.

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

- Health & safety
- BrightSafe
- 24/7 health & safety advisory services
- Optional insurance
- On site visit
- Safe check

Not included: onsite consultation, employment tribunal representation for your existing claim



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.

Barrie Collins
Business Development Manager



+44 07974529050



barrie.collins@peninsula-uk.com



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