

Wem Town Council

Payroll Services, 1 April 2024 – 31 March 2025



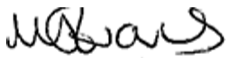
YOUR DEDICATED HR SERVICE

Dear Penny,

We are excited by the possibility of working with you and to helping your organisation achieve its operational and strategic goals in the coming months and years.

The services we provide are done so on a not-for-profit basis, and we pride ourselves on delivering a high-quality customer focussed service.

If you have any questions about this proposal, please do not hesitate to contact me.



Maria Evans
HR Admin & Payroll Manager



Town Centre
Market Hall
Tourism
Town Walls
The Abbey
Frankwell **P**

Shropshire HR

Railway Station ➡
Bus Station ♿
Barker St. **P** / Bridge St. **P**

Our Services



HR Advice



Payroll



Health
and Safety



Occupational
Health



Training and
Development

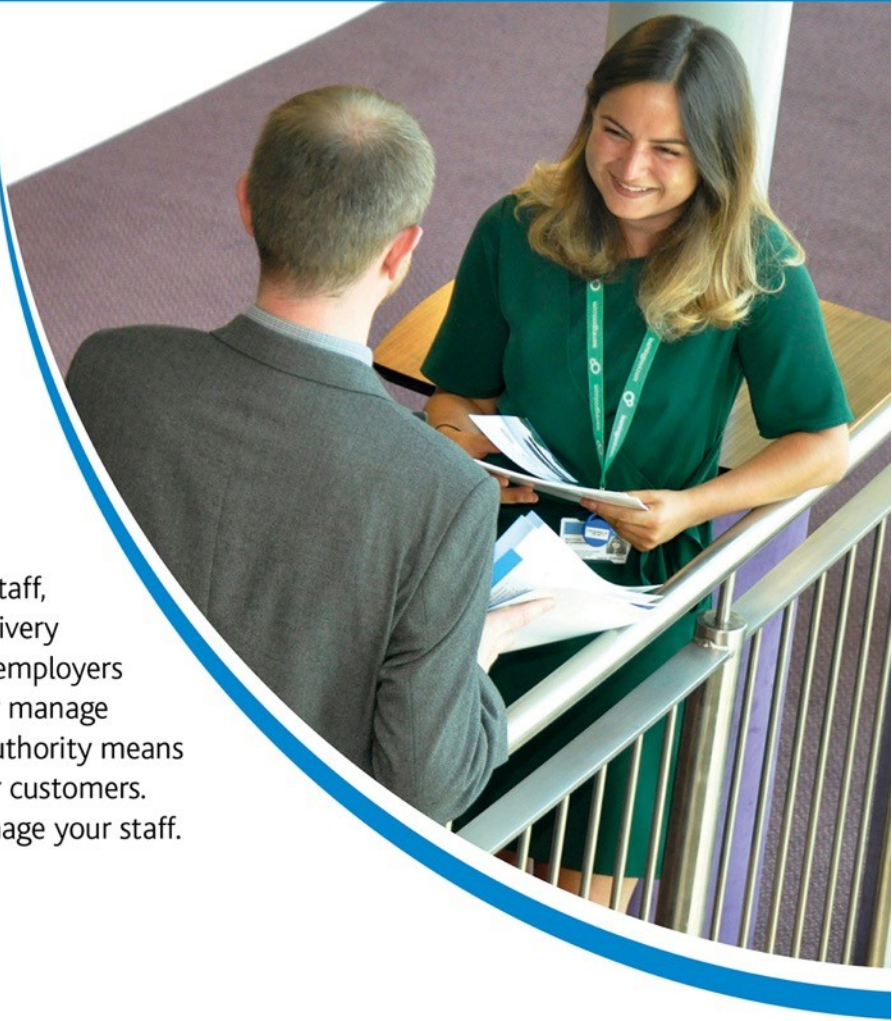
YOUR DEDICATED HR SERVICE

About Shropshire HR

We are the brand for the not for profit HR services delivered by Shropshire Council. We have provided support to organisations in both the public and private sector for over 35 years', and specialise in supporting:

- Town and Parish Councils
- Small and Medium Sized Enterprises (SMEs)
- Charities
- Schools, Academies and Colleges.

Our service employs high calibre, professional staff, who are known for their exceptional service delivery and customer focus. Our mission is to support employers in Shropshire, and to enable them to effectively manage their staff. Furthermore, being part of a Local Authority means that we trade on a **not for profit** basis with our customers. Our mission is to enable you to effectively manage your staff.



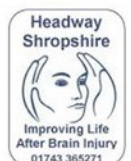
Our Customers

Some of our customers include:



**Bridgnorth
Town Council**
Working with the community

 **Diocese of
Hereford**
Multi-Academy Trust



YOUR DEDICATED HR SERVICE



Recruitment, Payroll and Contracts

We are a vastly experienced provider of payroll, recruitment and contract services, with a detailed knowledge and understanding of the payroll market. Our team exists to ensure that your business benefits from a dedicated team of professionals providing accurate advice and support on all aspects of our service.

Our packages are available to purchase individually or as a full-service package.

Why choose us?

Enjoy accurate, online and statutory compliant management of your businesses payroll function – supported by customer focussed HR specialists.



Payroll Service

Managed Payroll

- Management of all aspects of payroll and PAYE tasks.

Occupational and Statutory Payments

- Assess and pay statutory and occupational sick, maternity, paternity and adoption pay with statutory record keeping and issue forms in relation to statutory payments.

Pension Schemes

- Deduct pension scheme contributions including added years, additional voluntary contributions and pay to the respective bodies within set deadlines
- Provide payroll related information to relevant pension schemes (i.e. LGPS monthly data returns and TP Monthly reconciliations).

Helpline Advice

- A dedicated support line and email for all payroll queries.

Online Support

- Online access to payroll advice, information and FAQ's.

Online Processing

- Access to an online HR and payroll system to view payslips, process mileage claims, submit contract changes and provide notification of new starter/leaver details.

Reporting

- Provide agreed standard payroll reports.

Pensions Administration

- Automated transfer of non-pay related information i.e. notification of starters and leavers to the relevant pension scheme(s)
- Administer the Teachers' Monthly Data Collection.

Auto-Enrolment

- Support on auto-enrolment, re-enrolment and associated administration. Fully managed service from initial advice, to opting employees in and out of relevant schemes.

Recruitment and Contracts

Pre-Employment Checks

- Complete pre-employment checks including DBS, Asylum and Immigration and Barred List checks for all relevant staff, to ensure compliance with 'Keeping Children Safe in Education Guidance' (excludes DBS certificate cost).

Reporting

- Provide agreed standard payroll and management reports.

Issue of Contracts

- Produce/issue contracts of employment and written statement of particulars, contract changes and leavers paperwork.

A Bespoke Service

Based on your requirements we have put together the following Service Level Agreement (SLA), which I hope will be suitable.

Payroll Bureau

Managed Payroll

- Management of all aspects of payroll and PAYE tasks.

Occupational and Statutory Payments

- Assess and pay statutory and occupational sick, maternity, paternity and adoption pay with statutory record keeping and issue forms in relation to statutory payments.

Pension Schemes

- Deduct pension scheme contributions including added years, additional voluntary contributions and pay to the respective bodies within set deadlines
- Provide payroll related information to relevant pension schemes (i.e. LGPS monthly data returns and TP Monthly reconciliations).

Helpline Advice

- A dedicated support line and email for all payroll queries.

Online Support

- Online access to payroll advice, information and FAQ's.

Online Processing

- Access to an online HR and payroll system to view payslips and P60's.

Reporting

- Provide agreed standard payroll reports



Pricing



Wem Town Council
1 April 2024 to 31 March 2024

Payroll Bureau

One year

£1,200 (plus VAT)
Annual charge



Key to Success

We believe that the key to success is working in partnership with our customers, recognising their needs and aspirations, and delivering bespoke solutions on their behalf. We've built a team and a way of thinking which means we can approach our customers' challenges on an individual basis. No two organisations are the same, so we'll never offer a 'one size fits all' solution.

We would appreciate the opportunity to hear from you, and to see how we can work in partnership with you to deliver a high quality and value for money service.

Contact Details

For more information please contact:

Maria Evans
HR Admin & Payroll Manager

Telephone **01743 252780**

Email maria.evans@shropshire.gov.uk

Visit us online shropshire.gov.uk/shropshire-hr

YOUR DEDICATED HR SERVICE