

Question	Item 7 Appendix 1 GP 12 th Feb 2020 – HR Questionnaire	Importance out of 100
1	How long have you provided HR services?	1
2	What size is your organisation?	2
3	What type of contract do you offer; inclusive or pay as you go?	5
4	What would be the cost of a 1 year contract and a 5 year contract?	5
5	What level of support do you offer?	10
6	Is initial HR audit provided?	1
7	Do you offer an online HR management system?	2
8	Do you have a helpline and what hours does it operate?	3
9	What support do you offer with draft HR policies, procedures and documents?	10
10	What advice on employment law do you offer?	5
11	What support do you offer for the recruitment of staff?	3
12	What support do you offer for with staff appraisal?	3
13	What support do you offer for staff induction, training and development?	3
14	What support do you offer for HR processes such as grievance, discipline and mediation?	10
15	Does your charge include Include insurance to cover legal issues?	10
16	What support do you offer for tribunals?	10
17	Do you provide payroll services?	5
18	Do you provide a service which includes health and safety policies, audit and general support?	0
19	Do you offer an Employee Assistance Programme?	1
20	What services do you offer for safeguarding - Disclosure and Barring Service?	1
21	What testimonials do you have?	5
	Total (Excluding a Financial Risk Mark)	95