



PENINSULA

Service Proposal

Prepared for: Oakham Town Council

Welcome to Peninsula



I'm looking forward to working with you

At Peninsula, we are serious about success; both yours and ours, so this is no mere slogan. Many years ago, I received some excellent advice. I was told to build my business on the strongest possible foundations.

It's advice that stood me in good stead, and more than that, it's the philosophy behind the services Peninsula provides to every single one of our clients today.

The foundation upon which we all build success is, I believe, no great secret. First, success starts with asking the right questions. But more important is knowing who to ask. Peninsula provides small and medium-sized businesses with the right advice. Our statistics show that Peninsula clients are 3.5x more likely to be successful than the UK average.

I firmly believe this is because they get their foundations in place by using Peninsula. Fast forward more than three decades, and our organisation has grown significantly. At heart, though, our values are still those of the company that started out with a few people in a single room. We understand the challenges you face because we've been there ourselves.



I am a passionate believer in the importance of small businesses as the cornerstone of our economy, and nothing matters more to me than your continued success. With Peninsula on your side, you know that not only are you working with top professionals, but with people who genuinely care.

Peter Done
Group CEO and Founder,
Peninsula



About Us



**24/7
Support**



**Tailored
Documentation**



**Online HR
Software**



**Legal
Representation**



**SafeCheck
Review**

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 outlined and marked with the relevant icon 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.



Health & Safety



HR



HR and Health & Safety



Don't just take our word for it



My Life Project



My Life Project provides accommodation and courses for young people who've lived in care. Karen, Project Manager, needs 60 fulltime staff to look after over 100 young people. She realised her current HR provider was falling short and opted for Peninsula's services.

60 employees

Childcare and education

[Read the full testimonial here](#)



Caroo



Scaling a start-up is an uphill battle, so Gareth, the Managing Director of Caroo, was delighted to learn Peninsula could shoulder his HR needs. Find out how 24/7 guidance, unlimited documentation support, and innovative software ensured Caroo's growth.

Start-up business

Tech

[Read the full testimonial here](#)



SGN Retail Ltd



SGN Retail LTD were undergoing rapid growth and needed a range of support, including expertise relating to the TUPE process. Trish, Central Operations Manager, knew this was an aspect of law wrought with risk. Read to see how we streamlined the process.

40 employees

Retail

[Read the full testimonial here](#)

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.



SafeCheck review

An independent evaluation of health & safety compliance followed by a traffic-light improvement report



Health & Safety

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



24-hour telephone access

Professional expertise on our advice line complete with supporting documentation support on any advice matters



Online HR software

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



Keeping you updated

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

Employment Services



✓ Included in your package

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.
- 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.

✓ Included in your package

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.



Employment Services



✓ Included in your package

HR Policy & Documentation

Your suite of documents



As a Peninsula client, you have access to a suite of HR documents covering everything you need to stay in line with UK Employment Law and get the best from your staff. At your HR Documentation Principal Appointment your HR Business Partner will carry out a detailed review of your employment documentation and policies to ensure compliance with current legislation.

Then we create tailored documents and policies that set the rules, procedures, and standards to govern your workplace.

Plus, we will keep you updated with any legislation changes to keep you compliant.

✓ Included in your package

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.



Employment Services



✓ Included in your package

Peninsula Face2Face

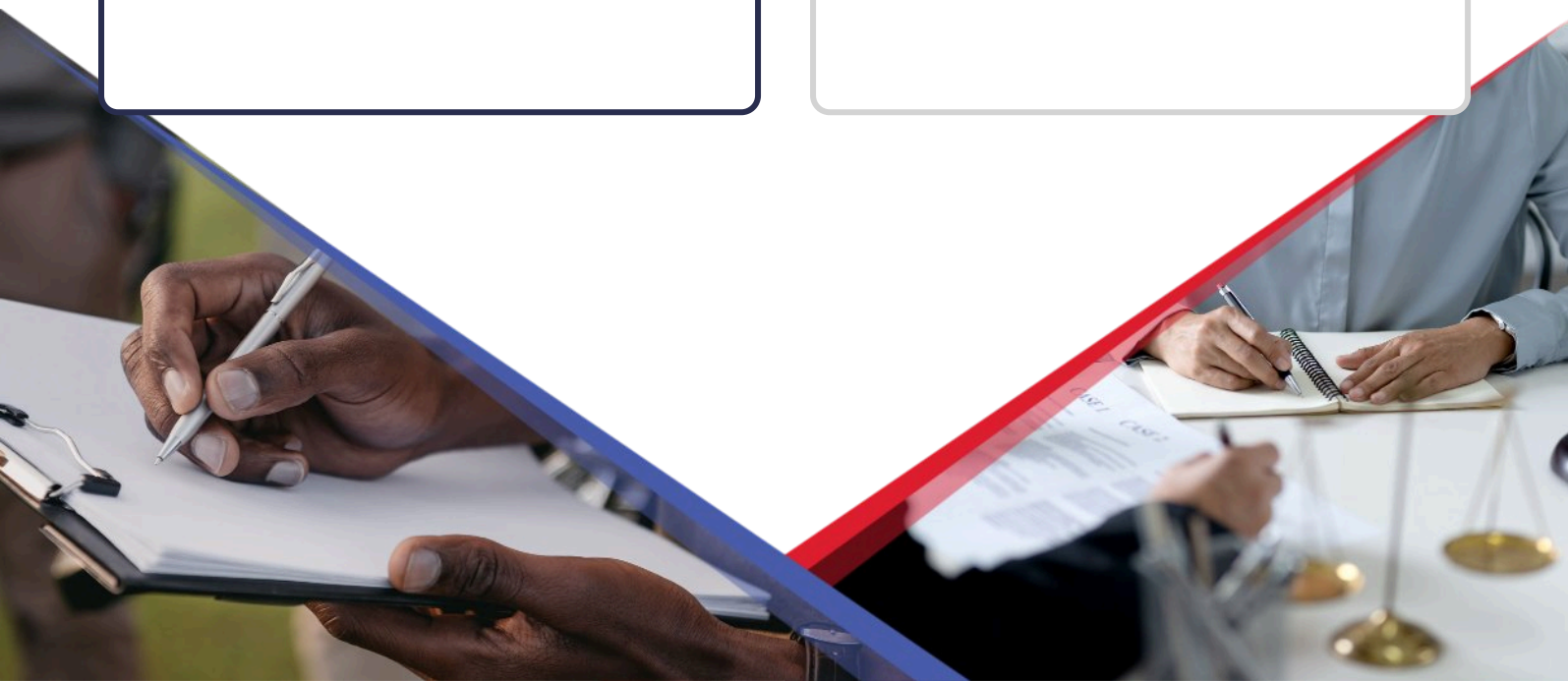


- As part of your service from Peninsula, you will have access to one HR meeting to conduct, or assist you to conduct, employee meetings and procedures.
- Your meetings may include hearings such as grievance disciplinary, capability, consultations, workplace mediation or one off case review.
- Our experienced 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.

✗ Not in your package

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.



Employment Services



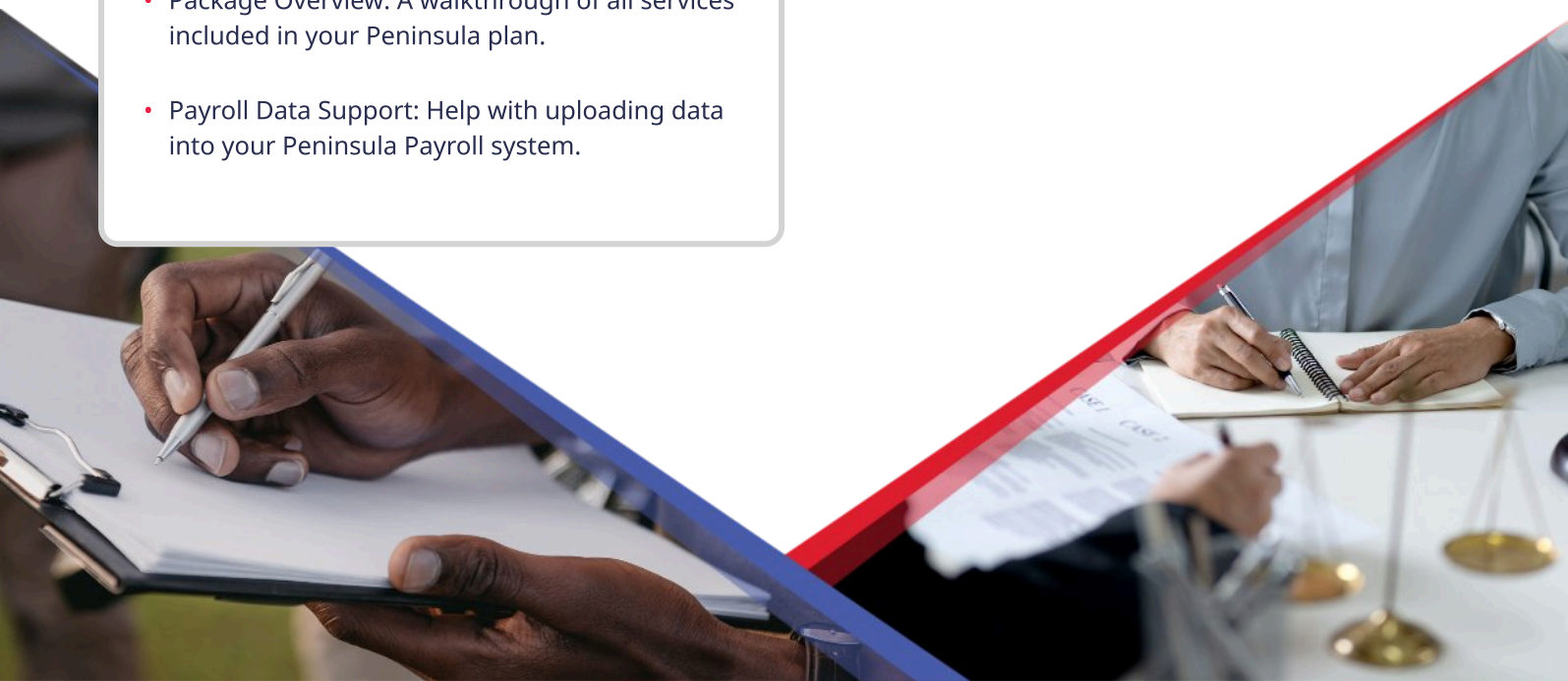
✘ Not in your package

Super Simple Setup

A hands-on, onsite service designed to eliminate the stress of HR audits and documentation. Our HR Documentation Experts come directly to you, ensuring your business is compliant, your staff are informed, and your systems are up to speed.

What's Included:

- Onsite HR Documentation Expert: A professional visit to manage and issue all necessary HR documents.
- Employee Consultations: Immediate support for staff affected by contractual changes.
- HR Audit & Training: A full compliance check with a published improvement report.
- Legal Updates: Insights into upcoming employment law changes and proactive strategies.
- BrightHR Training: Hands-on guidance for using BrightHR to manage staff records and eLearning.
- Employer-Focused HR Training: Tailored sessions on induction and probationary reviews.
- Package Overview: A walkthrough of all services included in your Peninsula plan.
- Payroll Data Support: Help with uploading data into your Peninsula Payroll system.



Health & Safety Services



✗ Not in your package

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.

✗ Not in your package

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 800 templates to carry out risk assessments to professional standards.
- Record accidents and near misses. 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. There are 90+ E-learning courses included in your package.

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.

BrightSafe's Responsibility Navigator keeps all your Health & Safety tasks in one place, making it effortless to stay on top of responsibilities. Track, manage, and complete tasks on the go with the mobile app, simple, organised, and always compliant.



Health & Safety Services



✘ Not in your package

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.

✘ Not in your package

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.



Insurance Services



✓ Included in your package

Employment Tribunal Protection and/or Health & Safety Prosecution Protection



- We will provide you with cover for the defence of any future employment tribunal or health & safety prosecution 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 under either Employment Tribunal Protection and/or Health & Safety Prosecution Protection.

✓ Included in your package

Super Protect Legal Expenses Cover



- Access to telephone legal advice on commercial legal matters subject to the laws of England, Wales, Scotland, Northern Ireland and the Isle of Man.
- Enhanced Business Assistance including the following per annual period of insurance:
 - Contract Review x 2
 - Data Subject Access Request x 1
 - Director's Service Agreements x 1
 - Settlement Agreements x 1
 - Additional discounted legal services
- Only available if you have opted for Employment Tribunal Protection and/or Health & Safety Prosecution Protection insurance.
- Your dedicated team of specialists will support you from start to finish, for a range of commercial legal expenses including Defence of Legal Rights; Protecting your property; Jury Service and Witness Expenses; Statutory Licence Appeal; Contract Disputes; Recovery of Undisputed Debts; Tax Enquiries.
- 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 under the Super Protect Legal Expenses Cover.

To learn more, please click [here](#) to read the full Insurance Product Information Documents (IPID) and Insurance Policy Wording.



Other Services



✘ Not in your package

Payroll software & advice

Our payroll feature plugs in to your employee data – calculating error-free payslips, every time. Then, share staff payslips and reports in a few clicks, through the same system you manage your HR online.

- Easy payroll reporting. With integrated HR and payroll software, your employee details will automatically feed into accurate payroll reports.
- Time-saving tools. Let employees input their absence or overtime, and your software will calculate error-free reports for you.
- Simpler software. Instead of managing multiple providers, save time and money by accessing everything in one place.
- Tax compliance. With built-in HMRC reporting tools, you avoid costly penalties and stay on top of payments.

✘ Not in your package

Health & Safety Visits, Certification and Training

Peninsula offers a comprehensive suite of training courses which will enable you to upskill and give your employees the confidence to deal with a variety of situations which may arise in the workplace. Many of our clients have taken up training with us and are thrilled with the results. We have a team of specialist trainers who can deliver the training virtually, in the office or if you prefer you can book an external venue and we deliver the training there. We offer training on:

- IOSH managing safely courses
- Fire Safety
- Construction Safety
- First aid and so much more!

These training courses help you identify hazards and risks in your workplace, giving you guidance, how to apply control measures to known hazards and understanding your legal and moral duty to H&S for your employees.



Other Services



✓ Included in your package

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.

✓ Included in your package

SafeCheck



- The SafeCheck review will provide you with an independent evaluation of your health and safety compliance followed by a traffic-light improvement report.
- 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.



SafeCheck your business today



Allowing your business to move safely in the right direction



Ensure your work activities are: Safe to go!



Other Services



✓ Included in your package

BRAINBOX+
Created by experts, powered by AI



BrAIinbox

BRAINBOX+ is Peninsula's comprehensive AI tool, designed to give you helpful, practical information to manage your employees and your workplace at a click.

It pairs perfectly with our advisory services to answer your HR, employment law and Health & Safety questions.

Because there are times when you want a quick fact check or speedy answers without having to phone. And other times, it's simply not convenient to call if you're in an open office. Either way, you can use BRAINBOX+ for legally correct answers.

We have seamlessly combined powerful AI technology with our 50 years' technical expertise to give you 100% reliable answers. Created by experts, powered by AI.

✓ Included in your package



GLU

Peninsula's GLU e-learning digital platform provides all the advice and training you need to develop and grow you, your staff and your business. We provide the very latest content designed to meet the specific needs of your business covering HR, Employment Law, Health & Safety, Legal and much more. We also unpack the new and current legislation you need to know and translate it into practical tips for your company.




With 24-hour on demand content and information solutions at your fingertips ranging from micro eLearning modules, weekly live webinars to comprehensive digital training courses, GLU is a great resource to help support and enrich your Growth Learning and Understanding.



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 below.

 Service Term	 Monthly Fee	 Saving
24 Months	£339.58	
36 Months	£300.46	£39.13 (11.5%)
60 Months	£236.83	£102.75 (30.3%)

This fee is based on your current number of employees, which is 4, 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 14/05/2026.

Here's a summary of what's included

HR services

- Employment Law and HR
- BrightHR
- HR Policy & Documentation
- 24 Hour Advisory Service
- Peninsula Face2Face

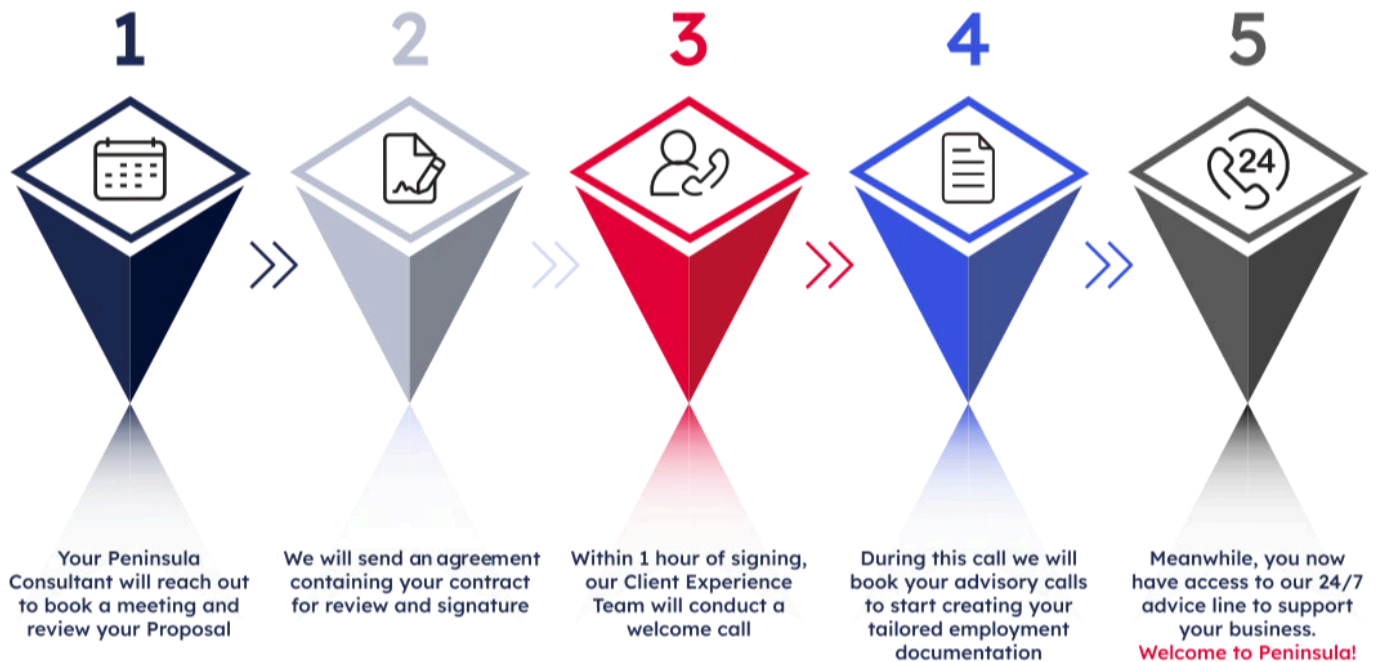
Other services

- Employment Tribunal Protection and/or Health & Safety Prosecution Protection
- Super Protect Legal Expenses Cover
- Employee Assistance Programme
- SafeCheck
- BrAInbox
- GLU



Not included: Employment Tribunal representation for your existing claim, Super Simple Setup, Health & Safety, BrightSafe, 24/7 Health & Safety advisory services, On site visit, Payroll software & advice, Health & Safety Visits, Certification and Training

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.

Karl Wellman-Smith
Business Development Partner



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Speak to an expert 24/7

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