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**18<sup>th</sup> December 2024**

**Kenwyn Parish Council invites quotes to provide HR advice and support as follows**

- Give advice on current employment law appertaining to 3 employees.
- Supply any training requirements on Employment law.
- Review employees T & Cs, draw up employment contracts for new employees.
- Review current employee contracts, KPC employment procedures
- Produce an employee handbook
- Set up KPC HR processes
- Act as HR in support in any employee conflict, grievance procedure and disciplinary procedures
- Be part of the Employee Personal Performance Review process
- Supply all relevant and up to date documentation in support KPC HR
- Be part of any recruitment process including advertising vacancy, selection, interviews and employment advice on diversity and disability
- Involvement in any employment tribunals

### **Supplier Pre-qualification and Due Diligence**

The Council shall only enter a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing, and technical capacity to undertake the contract by carrying out appropriate due diligence.

Tenders should be submitted for all work set out 31st January 2025, any tenders received after this date will not be considered. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted. Any queries regarding the interpretation of any part of the Contract Documents should be addressed to the Parish Clerk by no later than one week before the closing date. Contractors should note that the Councils

decision is final and no correspondence will be entered into why the tender has been rejected.