

**To receive a report on the Town Council HR service and consider any actions
and associated expenditure**

For consideration:

Saltash Town Council appoints Human Resources Support Consultancy (HRSC) to manage HR matters on behalf of the Town Council. The associated monthly cost for the year 2024-25 is £723.45. The monthly increase for the year 2025-26 is £745.15.

Further to this, Members are asked to consider approving HRSC to undertake admin duties, such as, letter writing to staff (NJC increases, year-end annual leave, flexible working, are a few examples) on a temporary basis until the work is brought to a reasonable level to be undertaken in-house. At present, we are not meeting the requirements.

The associated monthly cost is an additional retainer of £150.

Finance:

Budget Code: 6662 HR Professional Fees

2024-25 Budget Availability: £3,372

Budget Code: 6662 HR Professional Fees

2025-26 Budget Availability: £10,815

End of Report

Town Clerk / RFO