

To receive a report on the Town Council's Human Resources contract
and consider any actions and associated expenditure

Saltash Town Council appointed Moorepay to assist the Town Council with:

1. Human Resources
2. Payroll
3. Health and Safety.

*See attached report for costings, contract term and end date of individual contracts.

Over the three year contract it has become apparent that the HR service provided no longer meets the needs of the Town Council.

Staff levels and associated HR work overtime has increased making it difficult for one member of staff to undertake. Employment Law changes regularly, it is paramount the Town Council works within the law to protect the Town Council and its staff.

The Personnel Committee reviewed many options and unanimously agreed to appoint a local HR company to provide a bespoke HR service for the Town Council.

Further to that, HR Support Consultancy (HRSC) were appointed as at 12th April 2022 to provide the Town Council with the following service at a monthly cost of £400 + VAT per month to be reviewed after three months:

Personnel Committee Minute – April 2022:

*It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:*

- 1. To appoint Human Resources Support Consultancy to outsource all HR work on a temporary basis due to staff shortage.*
- 2. The contract to commence with immediate effect, reviewed after three months, termination by either party three months.*
- 3. At a retainer fee of £400 plus VAT per month to undertake on site and remote HR work / support.*
- 4. A virement of £1,440 from general reserves to budget code 6662 HR Professional Fees to cover the initial three month costs.*

HRSC Service:

- Initial assessment of all current processes and policies to ensure legal compliance.
- Employment Policies, Procedures, and processes.
- Employment Law Advice as required.
- Employment Law Training as required on basic principles of employment law.
- Development of the management team in understanding employment legislation including on site coaching and mentoring.
- Support the business growth as required including attendance at Management Meetings (if required). Including recruitment and selection, performance management, absence management, investigations, grievances, disciplinarys and other matters as they arise.
- Practical guidance and coaching at meetings involving employees. To include participation in relevant meetings.
- Ongoing support in the use of the HR supplied toolkit and any other personnel matters that arise, either in person or via email and telephone. This will ensure consistency and fairness in approach and implementation.

Additional to that, HRSC offer a day rate for training courses of £400 + VAT. If shorter courses are required i.e. hour, two hours costs for this can be agreed at the time of enquiry.

There is a termination agreement of three months' notice by either party.

For Members consideration:

1. Members are asked to consider delegating to the Town Clerk to provide sufficient notice of termination (30 days) on behalf of the Town Council to Moorepay HR service only and to continue the contract on a permanent basis with HRSC following the three month review. Cost are as listed above.
2. Members are asked to consider delegating to the Town Clerk to ascertain a suitable HR software to incorporate staff annual leave, sickness absence and TOIL, reporting back at the next Personnel Committee meeting.

Please note; should Members wish to proceed with the appointment of HRSC there will continue to be double charges until the Moorepay contract ends in December 2022.

It is recognised that it is not good practice to utilise public money this way, however, the risk of not receiving the correct HR advice, guidance and work undertaken, is a greater risk to the Town Council than double charges for a short period of time.

Budget:

*See attached report for full costings and virement for Members consideration.

**End of Report
Town Clerk**