

	<i>Meeting (No)</i>	<b>Full Council (5)</b>
	<i>Date</i>	<b>4<sup>th</sup> October 2022</b>
	<i>Document</i>	<i>Ref No</i>
	<b>Review of HR Services and HR Specification</b>	<b>FC5/83</b>

## Background

Neston Town Council currently have a contract with an HR Consultancy service which expires on 15th April 2023. One month's notice of termination is required.

The HR committee wished to consider what other alternative arrangements on offer. In order to seek alternatives, the committee need to agree what specification is required.

Current Contractor offers:

A fully inclusive service which includes a review of all HR Policies, the completion of staff handbooks and training session. Unlimited access to services, phone calls and emails. They would deal from start to end of any grievance or tribunal cases. On site visits are available but travel expenses would be incurred.

Another provider has offered optional Legal Expenses Insurance (employment claims). On line H&S training up to 5 users £XX per annum, free for the first year. Fees increase annually in line with inflation, capped to a maximum per annum.

This is a fully inclusive service which includes a review of all HR Policies and staff handbooks. Unlimited email and telephone support and the offer to meet offsite with a designated Lawyer included. Optional legal insurance for members of staff included to cover tribunal costs. Three-year minimum term contract. Local and can meet face to face with the Council. Experience of working with Town & Parish Councils (approx. 150) and has the backing of the SLCC.

**A Kunaj**  
**Council Manager**