

	Full Council
Date	10 December 2025
Agenda Item	7e

To consider a retainer service for HR advice

HTC has in the past 9 years twice had to seek outside help at short notice to resolve HR issues. The last time this happened was in 2025, and expert advice was received from Worknest over a period of around 3 weeks at a cost of £1633.50 + vat.

Worknest work with many town and parish councils, and can provide a retainer service at £2175 + VAT per year over 5 years. The annual package includes all aspects of HR and Employment Law and would keep us up to date with any major changes. Any training offered is free for the first year, but thereafter £395 + Vat per year.

Or if we feel we are unlikely to use that service on a regular basis, we could opt for paying a one off fee for a particular issue. This would work out at

Bundle of HR Consultancy Hours (min.10 hours) £135.00 + VAT per hour

Bundle of Lawyer Hours (min 5 hours) £220.00 + VAT per hour

All our policies are updated regularly either yearly or 3-yearly, and we refer to NALC for updates.

It is unlikely that we will need HR advice for major issues in the coming years. If we were to go for the retainer service, we would need to budget the £2175 + Vat per year.

Recommendation: that we maintain our relationship with Worknest but on the basis of buying a bundle of consultancy or legal advice when needed.

Sarah Greator

Sarah Greator Town Clerk