Cyngor Tref Trallwng Welshpool Town Council

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# Document / Report #641

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| Title | HR & H&S Contract Review |
| Date | 9th April 2026 |

**OFFICERS RECOMMENDATION**

1. **To approve the renewal contract with WorkNest for Health and Safety, Fire Safety support and optional Health & Safety prosecution insurance for 5 years at £5546.48 per annum; and**
2. **To consider external HR and employment law support as appropriate.**

## 1. Purpose

1. To consider the renewal of the Council's external Health & Safety support contract, which expires in May 2026, and to consider whether the Council should also put in place a formal external Employment / HR support arrangement.

## 2. Background

1. The Council currently uses WorkNest to provide external Health & Safety support. This contract is due to expire in May 2026. The Council does not currently have a dedicated external Employment / HR support contract in place.
2. As the Council has continued to develop its internal systems and staffing arrangements, it is timely to review whether it would now be beneficial to have formal external support in place for Employment / HR matters, alongside ensuring that suitable Health & Safety and Fire Safety support remains in place.
3. Three quotations / proposals have therefore been obtained from:
    1. WorkNest
    2. Peninsula
    3. Council HR and Governance Support (CHRGS)
4. The Council hs a 2026/27 budget provision of £7,250 for this area and the Council has used WorkNest for a number of years, with the previous annual cost being approximately £6,871.66. However, the latest proposal from them reflects a significant saving, largely due to the reduction in the number of buildings now requiring cover.

## 3. Advice

1. There are two seperate but linked decisions for consideration - one how does the Council wish to secure ongoing H&S support and second does the Council wish to introduce external HR support. These do not need to be provided by the same organisation.

## 4. Summary of Quotations

1. WorkNest
    1. WorkNest is the Council's existing Health & Safety provider and has submitted a renewal proposal covering H&S support, fire safety and optional insurances which we currently do subscribe to.
    2. The annual costs are:
        1. Health & Safety support – £2,650
        2. Fire Safety – Town Hall – £2,134
        3. Fire Safety – Information Centre – £533
        4. Legal Expenses Insurance administration fee – £65
        5. Optional H&S prosecution insurance – £4.03 per employee
    3. Overall this works out at about £5,446.48 per annum for 5 years. If we wished to add HR support also it would cost an additional £2,990 per annum.
2. Peninsula
    1. Peninsula has provided a proposal for a combined Employment / HR and Health & Safety package. The package includes HR support, H&S support, 24/7 advice lines and an EAP. They do not offer the fire support.
    2. This works out at £4,239.36 per annum for 5 years.
3. CHRGS
    1. CHRGS has submitted a proposal specifically for HR and Governance support. This includes unlimited HR support, contract and handbook review, policies and support. This does not include the HS support.
    2. The cost would be £1,700 per annum for 5 years (3 years would be £2,100 per annum).

## 5. Links to Strategic Objectives and Interim Strategic Plan

1. None.

## 6. Resource & Legal Implications

1. The Council has a 2026/27 budget provision of £7,000 for this area. Members should consider not only the annual cost, but also the quality, relevance and scope of the support being procured. In this case, the revised WorkNest quote represents a clear saving compared to previous years, and members may consider that to be relevant when assessing overall value.
2. The Council must ensure that it has suitable arrangements in place to support compliance with Health & Safety requirements & Fire Safety responsibilities. The Council is increasingly dealing with operational and staffing matters that would benefit from access to specialist advice. While not mandatory, there is a strong case for sourcing external HR support.

## 7. Specific Implications

1. None

## 8. Recommendation

1. To approve the renewal contract with WorkNest for Health and Safety, Fire Safety support and optional Health & Safety prosecution insurance for 5 years at £5546.48 per annum; and
2. To consider external HR and employment law support as appropriate.

## 9. Decision

1. To resolve to adopt the recommendations as above.