



Corporate Services & Transformation
People and Organisational Change

County Hall
Matlock
Derbyshire
DE4 3AG

Contact details are at the end of this letter.

**To: Headteachers of all maintained
Schools**

Date: 03 March 2025

Dear Headteacher

HR Recruitment & Payroll Traded Services Package 2025/26

We are writing to update you about changes to the HR Recruitment & Pay traded services offer for 2025/26.

Firstly, let me thank you for purchasing our services in 2024/25 and I trust that you have received an excellent payroll and recruitment service. Please do let the traded payroll team know if there are any pay queries that you have by emailing traded@derbyshire.gov.uk

The HR Recruitment and Pay Traded Services Contract charge from 01 April 2025 to 31 March 2026 will display on S4S as HR Recruitment and Pay Contracts 2025/26. Details of the charges for this service and the service provided as part of the offering are available on S4S where you can purchase HR Recruitment & Pay services for 2025/26.

I hope that you will continue to use the knowledge of terms and conditions that underpin payroll and recruitment and expertise of the dedicated teams at HR Services to support you and your schools in 2025/26.

If you have any questions in relation to our traded services offering or service provision please contact Matthew Edinboro by email: matthew.edinboro@derbyshire.gov.uk or Carrie Ann Limb: carrieann.limb@derbyshire.gov.uk

Yours sincerely

A handwritten signature in black ink that reads 'M. P. Edinboro'.

Matthew Edinboro
Payroll Manager