

County Hall  
Matlock  
Derbyshire  
DE4 3AG

Contact details are at the end of this letter.

**To: Headteachers of all maintained schools**

Date: 21 March 2024

Dear Headteacher

**HR Recruitment & Payroll Traded Services Package 2024/25**

We are writing to update you about changes to the HR Recruitment & Pay traded services offer for 2024/25.

Firstly let me thank you for purchasing our services in 2023/24 and I trust that you have received an excellent payroll and recruitment service.

The HR Recruitment and Pay Traded Services Contract charge from 01 April 2024 to 31 March 2025 will display on S4S as HR Recruitment and Pay Contracts 2024/25. 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 2024/25.

I hope that you will continue to use the knowledge and expertise of the dedicated teams at HR Services to support you and your schools in 2024/25.

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](mailto:matthew.edinboro@derbyshire.gov.uk).

Yours sincerely



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Corporate Services and Transformation  
Senior HR Consultant Traded payroll