



## **Proposal to The Ivers Parish Council**

### **Provision of Locum Clerk Services**

**6 December 2021**

#### **LGRC Associates Ltd**

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## 1. Local Government Resource Centre (LGRC)

LGRC was set up in 2014 by a team of experienced local council sector specialists who are committed to promoting best practice in Town, Parish and Community councils, helping them to initiate change, make improvements to their approach and deliver community services to the highest standards within generally tight budgets and resource constraints. We provide skilled resources to councils to facilitate their specific objectives in a range of areas.

Our vision is to provide support to Town, Parish and Community councils to achieve excellence in all aspects of internal management and the delivery of a full (and expanding) range of council functions.

The focus of LGRC's services is therefore on:

- **Locum and temporary staffing services** to meet a specific short-term staffing need, whether this is for an interim clerk, deputy clerk, RFO, or other member of staff. Our Locums are qualified experienced professionals with high level skills related to their roles.
- **Consultancy** to support councils in applying best practice across a range of areas, whether relating to strategic planning, decision making, financial and budget management, staffing and HR matters, delivering council services as efficiently as possible, meeting regulatory or legal compliance requirements, or successfully taking on new responsibilities.
- **Training** needs analysis, course design, and training delivery, to ensure that council staff can operate effectively and efficiently and that risks are contained across all areas of a council's responsibilities.
- **Outsourcing and shared services**, to achieve maximum delivery capacity and efficiencies across the full range of council services and internal management tasks.

Our client councils cover a wide range of types, sizes, and locations and we find that each council's needs, style and culture are unique. There is therefore invariably a tailored element to the work we carry out and how this is delivered.

In recent years LGRC has undertaken consultancy or Locum work for over 150 Town and Parish Councils including Strategic Planning, Governance, Council Training, Community Governance Reviews and Asset Transfers, New Council Creation.

We are able to draw on a strong team of skilled and often nationally recognised practitioners with backgrounds in Town, Parish and Community Councils. They are supported by experts in specific disciplines such as Human Resources, Finance & Accounting, Economic Development and Community Engagement and with experience in principal council activities. LGRC is a centre of excellence for the Local Council sector, ensuring that relevant skills can be brought to bear when needed to address council plans and problems.



<b>Some Recent LGRC Assignments</b>	
<b>Client Council</b>	<b>Assignment</b>
Abingdon Town Council	Staffing and Organisation Review
Barnstaple TC	Strategic Plan Development / Heritage Lottery Fund Project Application
Berwick-upon-Tweed TC	Job Evaluation
Birmingham City Council	Sutton Coldfield TC New Town Council and Interim Clerk
Biggleswade Town Council	Locum Town Clerk and Deputy Town Clerk
Beccles TC	Recruitment and Locum Services
Bridport TC	Staffing Review
Burntwood TC	Job Evaluation
Calne TC	Governance Review
Chipping Norton Town Council	Consultancy support and Locum Staff
Corfe Mullen Town Council	Town Clerk Recruitment
Crowborough TC	Business Plan & Staffing Review
Cullompton TC	Cullompton TC Locum & Strategic Review
Didcot TC	Locum Services
East Devon District Council	Cranbrook TC New Town Council Set Up and Locum
Ely City Council	Staffing Review
Fremington PC	Strategic review / staffing review
Greenham TC	Governance Health Check
Higham Ferrers TC	Staffing Review
Hythe TC	Town Clerk Recruitment
Honiton TC	Locum Clerk and Deputy Clerk
Keynsham TC	Investigation
Langport TC	Review of Operations
Laverstock & Ford Parish Council	Review of Staffing Governance and Operations
Ledbury TC	Review of Staffing and Operations
Leighton Linlade TC	All Council Training
Melksham Town Council	Locum Clerk and Deputy Clerk
Mildenhall TC	Locum Clerk
Penzance TC	Investigation
Petersfield TC	Grounds Maintenance Tender
Portland TC	Staffing Review and Council Strategy
Ross-on-Wye TC	Staffing Review/Job Evaluation
Shaftesbury TC	Interim Clerk Support; Strategic Plan & Corporate Constitution
Shrewsbury TC	Service and Staffing Review
Stanley TC	All Council Training
Sturminster Newton TC	Governance Review
Swanage Town Council	Grounds Maintenance Staffing Review
Uppingham TC	Governance Health Check
Watlington PC	All Council Training
Witney Town Council	Staffing Review - Open Spaces Strategy
West Dorset District Council	Devolution of Assets to Town Councils
West Hill PC	New Council Set-up
Weston-Super-Mare TC	IT Training
Weymouth Town Council	New Council Set-up, Town Clerk Recruitment
Wilton TC	Strategic Plan
Wokingham Without PC	Staffing Review, Council Training, Strategic Plan development
Wroughton PC	Job Evaluation



## **2. Client Requirements**

The Ivers Parish Council requires an experienced Locum Clerk with experience of larger parish councils to fulfill the role of Parish Clerk and RFO from 4 January 2022.

The council consists of 9 staff, 13 councillors, large parish, considerable planning focus due to proximity to London, a forecast £650K precept for 21/22. The Council holds physical meetings, with committees convening remotely with delegated authority to clerk. The council is apolitical, is really 3 villages with two smaller villages joined together in a very challenging geographical position. The council occupies a large parish office that has the police base within.

The council's finance system is Edge. The business administrator does day to day accounting. The Deputy Clerk in post manages the grounds team. The council manages/operates 2 closed churchyards, 1 open burial ground and 2 sports pavilions.

The Council is looking for a costed proposal based on a full time locum, on a hybrid basis. The need arisen due to the incumbent moving to a new post.

The client's key priorities are to keep the Town Council functioning and to rebuild the staff team.

## **3. The LGRC Proposed Approach**

LGRC can provide Locum Clerk / RFO services through our nearest available locum who matches the parish council's requirements – Louise Steele, based close by in Surrey, is available to The Ivers Parish Council for this assignment currently.

Louise is highly experienced in similar sized councils to The Ivers. She is CiLCA qualified, updated for the Power of Wellbeing and the General Power of Competence, and comfortably exceeds your essential skills/knowledge requirements for the assignment. She is currently available from 4 January 2022. She would also be available to support your new town clerk, when appointed, if requested.

She is currently available for a minimum of 3 days a week dedicated to this assignment and will respond to enquiries and requests for support and advice over 5 days – i.e. the entire working week. In the event that greater resource is required, LGRC could supply a second clerk to work seamlessly with Louise, for the benefit of the council.

Louise is able to work in a combination of in-person from council premises and remotely. This flexibility will usefully minimise travelling costs to the council. Our locum clerks are all highly experienced at working in this way.



#### 4. Background of the consultant who would undertake the assignment

##### Louise Steele BA, MA, CIPFA, CiLCA

Louise is a highly experienced local council clerk and RFO of over 16 years. She holds the CiLCA qualification and the updates for the Power of Wellbeing and the General Power of Competence.

She has also holds a BA and MA in Modern History from Oxford University and the Chartered Institute of Public Finance and Accountancy qualification. She is a proficient user of RBS Omega Accounting software – and able to transfer those skills to other accounting software.

Louise is trained in cemetery management, is a proficient user of WordPress and has undertaken safeguarding training for working with young people and vulnerable adults.

As well as managing all aspects of council meetings and advising councillors, Louise has expertise in line management of staff, budget setting and monitoring, event organisation, policy review, undertaking risk assessments, tendering, and management of contractors. She is a great communicator with extensive experience within complex finance management environments, combined with strong leadership skills.

#### 5. Fee Quotation

LGRC's locum clerk daily rate is £400 (for 7.5 hours) or £53.33 per hour plus VAT, employers national insurance and expenses.

The LGRC daily rate includes pension and holiday pay which is paid to the locum through LGRC Payroll. Expenses are agreed in advance, charged at cost which is currently 45p per mile for car journeys, and accommodation/subsistence, as required, at local market rate. Professional Indemnity insurance is also included in the LGRC daily rate and our Locum can draw on LGRC's professional network for support if required.

Please note that, under the agency workers regulations and the IR 35 regulations for Public Bodies, LGRC undertakes to discharge all responsibilities for the payment of income tax, national insurance, holiday pay, and pension entitlements for the Locum while working for the Client provided that the Client pays all sums due.

#### 6. Progression

We will be very happy to discuss any aspect of the project and further refine the approach as necessary. Please contact **David McKnight** on [david.mcknight@lgrc.uk](mailto:david.mcknight@lgrc.uk) or **01404 45973**. LGRC will take action to implement the proposal on receipt of a council purchase order.

