



Stephanie Bennett  
Parish Clerk  
The Ivers Parish Council  
Sent by email to [clerk@iversparishcouncil.gov.uk](mailto:clerk@iversparishcouncil.gov.uk)

Local Council Consultancy (LCC)  
8 The Crescent  
Taunton  
Somerset  
TA1 4EA

Date: 18<sup>th</sup> November 2021  
Reference: LCC 21-104

Dear Stephanie,

Thank you for your email and the opportunity to provide support to The Ivers Parish Council with the recruitment of a new Clerk.

The Local Council Consultancy was launched in late 2018 by the Society of Local Council Clerks as an additional capability to its Advisory and Membership services. It draws on the wide and deep expertise of the SLCC and seeks to provide Councils with a value for money, sector-leading consultancy service. LCC operates on a 'profit-for purpose' basis, reinvesting all surpluses to further the development of professional clerks and, through them, the development of the whole sector. Our services are delivered by our team of Associates who are grounded in core public service values, most of them having spent the major part of their own careers with local councils.

Having considered your requirements, I am pleased to attach our proposal to provide support for the end-to-end recruitment process, commencing in a review of the Job Description and an evaluation of the grade, using the joint NALC/SLCC guidance through to notifying candidates of the outcome from the interviews.

In addition to the costs outlined in our quote, we would recommend that the Council make provision for the costs of any travel and overnight stays for candidates, together with a relocation package if applicable. The council may also want to consider holding a pre-interview get together the evening before the interviews so members and candidates can meet in an informal environment. Our experience has proven this to be a useful and insightful way to help in the decision-making process and if this is required, we could provide the support.

We would be delighted to work with you with the recruitment and selection of the new Clerk for The Ivers Parish Council and hope that our proposal meets with your approval. For ease, I have attached the Terms and Conditions to enable you to accept our quote should this be approved.

Please do let me know if you have any questions regarding this or would like any further information from us.

Yours sincerely,

Debra Harper  
Head of Local Council Consultancy



**Quote for The Ivers Parish Council – Ref: LCC21-104**

**Recruitment of a Parish Clerk**

Task Reference	Task Description	Associate Days Required and Cost	Costs (excl vat)
Stage 1	Review the Job Description and evaluate the proposed pay grade for the Clerk role.	1 day @ £360	£360
Stage 2	Produce recruitment pack to include: <ul style="list-style-type: none"> <li>• Introduction;</li> <li>• Information about the structure, role, person specification etc.;</li> <li>• Information about Iver and the Parish Council;</li> <li>• Key employment terms and conditions;</li> <li>• The recruitment and selection process;</li> <li>• An application form.</li> </ul>	1 day @£360	£360
Stage 3	Draw up advertisement for post, arrange adverts to be placed via SLCC jobs page, Indeed and local press.	1 day @ £360	£360
Stage 4	Collate applications, assess against scoring matrix and short-list applicants to interview.	1 days @ £360	£360
Stage 5	Invite applicants to interview, liaise with candidates, set up and manage pre-interview tests if used. Liaise with interview panel to provide oversight on recruitment process, questions to be assigned, etc.	1 day @ £360	£360
Stage 6	Attend interviews at The Ivers Parish Council offices.	1 day @ £360	£360
Stage 7	Collate interview outcomes, liaise with successful candidate and advise unsuccessful applicants of outcome. Manage handover to The Ivers Parish Council.	1 day @ £360	£360
<b>Associate Costs</b>		<b>7 days @ £360</b>	<b>£2520.00</b>
Expenses	Overnight accommodation if applicable plus travel expenses @ £0.45. Please note, if a pre-interview evening is required than an additional half day (£180) would also apply.	TBC	
Advertising	SLCC website, Indeed, local press and social media	Costs to be met directly by Parish Council	

***This quote is valid for 60 days from the date of the covering letter.***



**Terms and Conditions for the Provision of Consultancy Services**

Customer: The Ivers Parish Council

Supplier: Local Council Consultancy

**Description of Services**

To provide support to recruit a Clerk for The Ivers Parish Council as per below:

<b>Task Reference</b>	<b>Task Description</b>	<b>Associate Days Required and Cost</b>	<b>Costs (excl vat)</b>
Stage 1	Review the Job Description and evaluate the proposed pay grade for the Clerk role.	1 day @ £360	£360
Stage 2	Produce recruitment pack to include: <ul style="list-style-type: none"> <li>• Introduction;</li> <li>• Information about the structure, role, person specification etc.;</li> <li>• Information about Iver and the Parish Council;</li> <li>• Key employment terms and conditions;</li> <li>• The recruitment and selection process;</li> <li>• An application form.</li> </ul>	1 day @£360	£360
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<b>Associate Costs</b>		<b>7 days @ £360</b>	<b>£2520.00</b>
Expenses	Overnight accommodation if applicable plus travel expenses @ £0.45. Please note, if a pre-interview evening is required than an additional half day (£180) would also apply.	TBC	
Advertising	SLCC website, Indeed, local press and social media	Costs to be met directly by Parish Council	

**Terms of the Service**


The Supplier will indemnify the Customer for the service provided and will deliver the support set out in the description of services. The total costs of the service are not to exceed £2520.00 exc VAT and expenses unless mutually agreed in writing in the event that the requirement changes or additional days are required.

**Conduct of the Consultant and the Supplier**

The Associate will abide by the SLCC Code of Conduct. The customer agrees to offer the necessary assistance and support to the Associate in the completion of their work and that their Officers and Members will abide by their own Codes of Conduct. The Head of LCC should be contacted in the event of any issues which cannot be resolved by the Customer and the Associate.

**Acceptance of Quote**

The Customer accepts the quote and the Terms Conditions set out above and the Supplier undertakes to deliver the services herein described. Please quote reference LCC21-104 in all correspondence.

<p>Signed for Local Council Consultancy</p>  <p>Name: Debra Harper Date: 18<sup>th</sup> November 2021</p>	<p>Signed for The Ivers Parish Council</p> <p>Name: Date:</p>
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