



Proposal to The Ivers Parish Council

Provision of Recruitment 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, Recruitment, 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.



Some Recent LGRC Assignments	
Client Council	Assignment
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 support in the recruitment of a new clerk including assistance and advice with:

- Reviewing the Clerk's role
- Constructing job description and person specification
- Advertising role
- Assessing applicants
- Communicating with applicants
- Designing and supporting the interview process
- Informing applicants of interview panel decisions

3. The LGRC Proposed Approach

We would recommend that the Council appoints a panel of three to five members to oversee the appointment with delegated authority to review applications and shortlist for interview, conduct the recruitment and appoint the successful candidate.

We would propose to support the Council through every stage of the recruitment process including:

- Reviewing the Clerk's role
- Evaluating the role using the "Green Book Evaluation mechanism and the NALC/SLCC Clerks Benchmarks
- Producing/finalising the Recruitment Pack – job description and person specification
- Working with the Council to place adverts in relevant media to attract the widest possible pool of applicants
- Dealing with candidates and assemble applications
- Working with the recruitment panel to shortlist candidates for interview.
- Arranging interviews
- **If required**, arranging for Occupational Personality testing for shortlisted candidates
- Developing and administering any tests of candidates aptitude in key areas (e.g. decision making or communication).
- Administering and supporting the interview process
- Liaising with candidates and communicating the interview panel's decisions
- Taking up references
- Drafting the contract for the successful candidate.

We would envisage the timeline for the activities to be as set out below. Advertising could be placed in early January and we recommend a minimum of 4 weeks for advertising.

December is usually a poor month for recruitment whereas January often produces applications from candidates who have considered their future career during a Christmas break, so we would recommend hold the position open throughout January.



* Once the recruitment has taken place it can be between one and three months before the successful candidate comes into post depending on the notice period in their current position.

Month	Month 1					Month 2				Month3					Months 4/5	
Week	1	2	3	4	5	1	2	3	4	1	2	3	4	5		
Create / Evaluate Application Pack	█	█														
Advertise		█	█	█	█	█										
Shortlist																
Interview & Appointment								█	█							
In Post (1 to 3 Months)															*	*

4. Background of the consultant who would undertake the assignment

Samantha Haywood has a Diploma in Personnel Management and has experience as a personnel manager in a number of commercial settings including the building services, and hospitality industries.

She is also a CiLCA qualified parish clerk. She has undertaken a number of HR assignments for LGRC including successful Town Clerk Recruitments. Samantha would be the client contact and provide primary support for the recruitment process.

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5. Fee Quotation

The fee quotation for the above work based on the anticipated workload would be £1,750 plus VAT and expenses. This excludes the cost of advertising the position. Expenses, after advertising costs, will, we anticipate, be negligible due to remote working but in the event that Samantha travels to support the Council at in-person interviews, this would incur travel expense costs of 45p per mile.

In the event that the Council requires Occupational Personality Testing this would be



undertaken via a specialist testing organisation at their standard rates.

We would request an initial payment of £500 on commencement and the balance on completion.

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 or **01404 45973**. LGRC will take action to implement the proposal on receipt of a council purchase order.

