



**LCC PROPOSAL FOR
ARLESEY TOWN COUNCIL**

5 FEBRUARY 2025

Ref: LCC 25-020

**Local Council Consultancy (LCC)
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Index

About Us	Page 2
About SLCC	Page 2
Our Aims	Page 3
Our Philosophy	Page 3
Our Offering	Page 4
Testimonials	Page 4
Our Proposal	Page 5
Project Costs	Page 6
Feedback	Page 7
Next Steps	Page 7
Appendix 1: Terms & Conditions	



About Us

Local Council Consultancy (LCC) was launched in late 2018 by the Society of Local Council Clerks (SLCC) as an additional capability to the advisory and membership services. With the aim to be the first-choice provider for locum and consultancy services in the local council sector, LCC provide a value for money, sector specific consultancy and locum service.

About SLCC

Founded in 1972, SLCC has gone from strength to strength and has a membership representing over 5000 local councils in England and Wales. The vision and ethos are to provide training, guidance, advice, and support to members so that they can develop the professional skills, knowledge and experience necessary for them to best serve their councils and communities; and through this develop the overall recognition and status of the profession.

SLCC provides expertise and guidance, professional training and qualifications, conferences, news, and publications as well as networking opportunities.



Our Aims

LCC aims to deliver bespoke solutions within local councils by improving, informing, and investing in the sector through a value for money and unique 'profit for purpose' philosophy. We do this by:

Improving the sector by:

- Providing high quality, professional locums for short-medium-or long- term assignments.
- Identifying needs and delivering solutions within the sector through a network of knowledgeable, qualified associates and locums.

Informing change, growth, and development by:

- Offering bespoke solutions to issues faced by clerks and councils.
- Imparting knowledge and 'know how'.
- Improving processes and procedures.

Investing in education and learning by:

- Passing available profits to the SLCC Educational Trust to enable clerks to access education.

Our Philosophy

Rather than working to improve our bottom line, we reinvest all surpluses to further the development of professional clerks and, through them, the development of the whole sector, ensuring that the services we offer help councils both directly and indirectly. This unique approach sets LCC apart from others and demonstrates our commitment to enabling positive improvements within the local council sector.

Additionally, we believe in offering value for money, quality solutions and this approach is reflected in our pricing strategy. We intentionally keep our costs to you as low as possible whilst delivering a professional service based on our ethos of improving, informing, and investing in the sector.

Our Offering

LCC has strong connections and a deep understanding of the challenges and opportunities faced by clerks and councils. We have the support and expertise of the SLCC and a team of experienced and qualified associates and locums to work with you, with skills and knowledge gained at councils of all sizes. Our associates and locums are grounded in core public service values and deliver bespoke solutions to meet your needs.

LCC works with councils of all sizes and on a variety of projects from audits to job evaluations, staffing reviews, selection & recruitment and more. We also supply locum services for short-medium-and long-term assignments for any requirement from staff absence through illness, holiday, vacancies, maternity and paternity cover, increased workloads, and one-off projects.

Testimonials & References

Following our work with councils, we seek feedback to ensure the quality of our service delivery and to enable us to continually develop and strive for excellence. Some testimonials we have received are:

"I have found that both Associates we have used recently have been efficient, helpful and able to adapt to the pressures we've had operationally to be able to respond. The difference of having people with expertise and the backup of the LCC has meant we have been able to achieve tasks that would not have been deliverable inhouse."

Robert Ward, Town Clerk, Barnstaple Town Council.

"The Associate conducted our staffing audit with great efficiency and empathy, demonstrating a clear understanding of where we are now and what resource is required to ensure we can fulfil the Council's ambitious plans".

Mel Mitchell, Deputy Town Clerk, Ashby de la Zouch Town Council.

"LCC were able to plug in the expertise our project needed at a really reasonable rate and ensured its ultimate success. Without the knowledge and guidance of their associate and wider support team there would have been a real risk to delivery".

Marcus Prouse, Somerset West and Taunton Council.

Our Proposal – To support the development of a Strategic Plan for 2025-2028 for Arlesey Town Council as follows:

Stage 1

To agree the Council's vision, aims, objectives, political priorities and values by the following methodology:

- Research and analysis of council documentation including any existing Strategic Plan, governance review, annual reports, financial plans, committee minutes and asset register to establish the current base line position.
- Develop and facilitate a survey or workshop (to be agreed at commencement of the project) in partnership with Council representatives to gain an internal and external insight and understanding of views, aspirations, what works, what can be improved etc
- Analyse survey/workshop findings.
- Develop report for council setting out methodology, key findings and recommendations.
- Feed back findings to the Council and agree the high-level Aims, Objectives and Values for the Council.

Time allocation: 6 days

Stage 2

To build on the work in Stage 1 and develop the Strategic Plan. This would provide detail on SMART objectives and timeframes for service development, projects, managing assets, etc. aligned with the agreed values, aims and objectives of the Council. Relevant key performance measures would be developed and included in the plan.

The work would include:

- Developing a draft strategic plan, sharing options and developing them collaboratively.
- Updating the plan and producing a final version for adoption by the Council.
- Submitting a final report to the Council.

Note: The Strategic Plan will not include detailed financial budget information but will provide insight for budgeting and funding requirements.

Time allocation: 4 days

Project Costs

1. The time allocation required by the Associate to complete the work will be 10 days charged at the rate of £375.00 per day making a total of £3750.00, excluding VAT and expenses. Should additional time be needed due to unforeseen circumstances or the requirements changing this would be mutually agreed in writing in advance and charged at the same day rate.
2. Where possible, all work will be carried out remotely to minimise costs to the Council and where travel is required, it will be charged at the rate .45p per mile, or actual cost of public transport. Should accommodation costs be required these would be agreed by the Associate with the Council in advance.

This quote is valid for 60 days from the date of the proposal.

Additional Services

LCC is in a position to offer additional services to the Council. We offer the following support which is by no means an exhaustive list:

- Internal audit
- Staff reviews and job evaluations
- development and writing of business cases
- support, advice and development of feasibility studies
- support with development of Neighbourhood Plans
- procurement advice and support

We would be pleased to provide the Council with a proposal on request.



Feedback

To ensure continuous improvement, we request post project feedback via a short survey.

This only requires a few minutes to complete but helps us to gather important information on the services provided by LCC and its team of associates and locum clerks. The survey will be sent via email once the project has been completed.

Next Steps

We hope you find our proposal acceptable. We are confident that we can work with you and would welcome the opportunity to do so.

To proceed with this proposal, please sign the attached Terms and Conditions (Appendix 1) and return a scanned copy to us. As soon as we receive this, we will allocate the work to one of our associates who will be in contact with you to commence the work.

Alternatively, if you would like to discuss our proposal or have any questions, please do not hesitate to contact us as we would be more than happy to answer any queries you have.

APPENDIX 1

Terms and Conditions for the Provision of Consultancy Services – LCC 25-020

Customer: Arlesey Town Council Supplier: Local Council Consultancy

Description of Services – to support the development of a Strategic Plan for 2025-28 for Arlesey Town Council as follows:

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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 £3750.00, excluding VAT and expenses, unless mutually agreed in writing in the event that the requirement changes or additional days are required. Mileage if required will be charged at £0.45 per mile. The

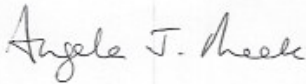
Supplier will invoice the Customer on a monthly basis at the agreed rate for the total days worked that month.

Conduct of the Consultant and the Supplier

The Associate will abide by the SLCC Code of Conduct and will have their own professional indemnity insurance. 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 LCC 25-020 in all correspondence.

Signed for Local Council Consultancy  Name: Angela Meek Date: 5 February 2025	Signed for Arlesey Town Council Name: Date:
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