

Parish Clerk

From: LCC Consultancy <consultancy@localcouncilconsultancy.co.uk>
Sent: 07 May 2025 12:16
To: 'Parish Clerk'
Subject: LCC Proposal - Recruitment Service
Attachments: 25-070 - LCC Proposal for Recruitment and Selection Service - Heytesbury Imber and Knook Parish Council.pdf; 25-070 - Appendix 1 Terms and Conditions - Recruitment and Selection Service - Heytesbury Imber and Knook Parish Council.pdf

Hi Karungi

As requested, I have prepared a proposal for a recruitment and selection service for the role of the Clerk/RFO.

As previously mentioned, the council is at liberty to select those parts of the service it wishes to receive. If you have any queries, please do let me know and if the Council agrees to accept the quote, please sign and return the Terms and Conditions (Appendix 1) and I will assign the project to an LCC Associate who will contact you direct to arrange to start the process.

I look forward to hearing from you following next week's meeting.

Regards

Angela Meek
LCC Officer

Please note my work days are Tuesday, Wednesday, Thursday

Tel: 01823 793 215

Web: www.localcouncilconsultancy.co.uk



The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: Suite 2.01, Collar Factory, 112 St Augustine Street, Taunton, Somerset TA1 1QN

From: Parish Clerk <clerk@heytesburyparish.co.uk>
Sent: 06 May 2025 17:08
To: LCC Consultancy <consultancy@localcouncilconsultancy.co.uk>
Subject: RE: New message from Karungi Grant - LCC Recruitment Service

Please prepare a proposal for me to present to Parish Council next week.

Thank you

Karungi Grant
Locum Parish Clerk and Responsible Financial Officer
Heytesbury, Imber and Knook Parish Council
21A Cherry Orchard
Codford
BA12 0PN
Tel: 01985 850523
Email: clerk@heytesburyparish.co.uk

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From: LCC Consultancy <consultancy@localcouncilconsultancy.co.uk>
Sent: 06 May 2025 13:07
To: 'Karungi Grant' <clerk@heytesburyparish.co.uk>
Subject: RE: New message from Karungi Grant - LCC Recruitment Service

Dear Karungi

Thank you for contacting LCC about our Recruitment and Selection Service.

I have attached a leaflet which gives some information about the service LCC offers, and from which you will see that the council is at liberty to select one part, some or all of the various stages involved. Our practice is to provide a written proposal detailing the process outlined in the leaflet and the costs involved, which are charged at a day rate. If the council agrees to accept the quote and proceed, we would ask for the signature of LCC's terms and conditions and assign the support to one of our Associates who would get in touch with you direct to start the process.

Once you have considered the attached leaflet, do please let me know if you would like me to prepare a proposal for the council to consider; there is no charge for provision of the proposal nor any obligation to proceed.

If you would find a call useful to discuss, then do let me know and I can give you a ring.

I look forward to hearing from you and hope the attached is of assistance.

Regards

Angela Meek
LCC Officer
Please note my work days are Tuesday, Wednesday, Thursday

Tel: 01823 793 215
Web: www.localcouncilconsultancy.co.uk



Local Council Consultancy

IMPROVING, INFORMING AND INVESTING

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From: no-reply@mg.localcouncilconsultancy.co.uk <no-reply@mg.localcouncilconsultancy.co.uk>

Sent: 02 May 2025 13:28

To: LCC Consultancy <consultancy@localcouncilconsultancy.co.uk>

Subject: New message from Karungi Grant

-Karungi Grant (clerk@heytesburyparish.co.uk)

+441985850523

Need help and advice recruiting a Clerk & RFO

Heytesbury Imber and Knook

£21,600

selection-and-recruitment-services



**LCC PROPOSAL FOR
HEYTESBURY IMBER AND KNOOK
PARISH COUNCIL**

7 MAY 2025

Ref: 25-070

**Local Council Consultancy (LCC)
Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN**

**Email: consultancy@localcouncilconsultancy.co.uk
Website: www.localcouncilconsultancy.co.uk**

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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:

“Our council is always grateful to LCC for their exceptional contributions. Time and again they have surpassed our expectations, offering invaluable advice and delivery an outstandingly professional recruitment service. LCC has always helped our council find exceptional staff members, and we deeply value their support”.
Ian Lyons, Chief Executive, Emersons Green Town Council.

“We were kept fully informed through the process. First class service and delivery, will definitely use LCC again and highly recommend other councils to use this service”.
Philip Peacock PSLCC, Huntingdon 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 – Recruitment and Selection Service – Clerk/RFO

The LCC Associate will assist Heytesbury Imber and Knook Parish Council to navigate the recruitment process through the following recruitment service. The service has been designed to provide the Council with flexibility and choice. To ensure a robust recruitment process, one, a combination or all the services detailed below are available to the Council.

1. Phase 1 - Job Evaluation:

1.1 Methodology

LCC recommends that a job evaluation of the role is carried out prior to any recruitment to ensure that the role is correctly defined and rewarded. The service involves a review of the Job Description and an evaluation of the proposed pay grade as follows:

1.1.1 Our Associate will carry out a research and fact-finding exercise using the current job description and information available from the Council's website and/or provided electronically. Quantitative and qualitative data will be collected and collated for the pay evaluation using the joint NALC/SLCC guidance – please see paragraph 2.

Time allocation: 0.5 days

1.1.2 Interviews will be held by the Associate with the Clerk and 1 or 2 Council Members as required to validate the data collated from paragraph 1.1.

Time allocation: 0.5 days

1.1.3 Our Associate will review the data from 1.1 and 1.2 and complete a report to include recommendations on pay – please see paragraph 2 for the Job Evaluation Process.

Time allocation: 0.5 days

1.1.4 The total time allocation for the review will therefore be 1.5 days. Please refer to paragraph 1.3 “Project Costs” section for the quote for this phase.

1.2 Job Evaluation Process

The evaluation will be in accordance with the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. The scheme, jointly developed and adopted by NALC and the SLCC, analyses the posts and not individuals on the basis of their post utilising the following 8 criterion:

- Knowledge
- Mental Skills
- Interpersonal and Communications Skills

- Initiative and Independence
- Responsibility for people (non-employees)
- Responsibility for supervision/direction of employees
- Responsibility for Financial Resources
- Responsibility for Physical Resources

Within each of the above there are four levels ie LC1 (small parish), LC2 (medium parish), LC3 (large parish/small town) and LC4 (large town). Once the Associate has established which level most closely matches for each criterion then they will determine if it is slightly below the level (below substantive), exactly the same as the level (substantive) or slightly higher than the level (above substantive) but not the lower end of the next level. An aggregate score will then be established to determine in which overall level the post comes of the 12 available grades. Each grade has a number of increments within its pay scale.

1.3 Costs – Phase 1

The time allocation required by the Associate to complete the job evaluation will be 1.5 days charged at the rate of £295.00 per day making a total of £442.50, excluding VAT and expenses, for Phase 1. Should additional time be needed due to the requirements changing this would be mutually agreed in writing in advance.

2. Phase 2 – Recruitment Support

The Associate will provide all or some of the following support:

2.1 The production of a comprehensive recruitment pack* to include:

- ❖ Introduction
- ❖ Role of the post
- ❖ Background to Council (to include information about the creation of the council, power and functions, proposed council structure, staffing information etc)
- ❖ Job advertisement
- ❖ Job description
- ❖ Person specification
- ❖ Key terms and conditions of employment
- ❖ Application and selection process
- ❖ Application form

**Information for inclusion to be provided by the Council.*

Time allocation: 1 day

2.2 Draft an advertisement and arrange for the adverts to be placed via SLCC job Page, CALC website, Indeed and the local press.

Time allocation: 0.5 days

- 2.3 Develop and agree a scoring matrix to assess applications.

Time allocation: 0.5 days

- 2.4 Respond to all enquiries from the advertisement and send out application packs.

Time allocation: 0.5 days

- 2.5 Collate and assess all applications received using the agreed scoring matrix.

Time allocation: 0.5 days

- 2.6 Develop a short-list of candidates to pass to the council for the selection stage.

Time allocation: 0.5 days

- 2.7 Notify applicants if they have been unsuccessful or if they are through to the next stage.

Time allocation: 0.5 days

Costs – Phase 2:

The time allocation required by the Associate to complete phase 2 will be 4 days charged at the rate of £295.00 per day making a total of £1180.00, excluding VAT and expenses, for Phase 2. Should additional time be needed due to the requirements changing this would be mutually agreed in writing in advance.

3. Phase 3 – Selection Service

Once the Council has short-listed the candidates, the selection process will commence. Our Associate will:

- 3.1 Brief the agreed interview panel on the selection process and ensure arrangements are in place.

Time allocation: 0.5 days

- 3.2 Invite applicants to interview and liaise with candidates.

Time allocation: 0.5 days

- 3.3 Set up and manage any pre-interview process. Our experience has shown that holding a pre-interview evening event as part of this stage is useful to enable members and candidates to mix and get to know each other prior to the formal interviews taking place.

Time allocation: 1 day

3.4 Attend the interviews remotely or at council offices.

Time allocation: 1 day

3.5 Collate the interview outcomes, liaise with the successful candidate and advise unsuccessful applicants of the outcome.

Time allocation: 0.5 days

3.6 Manage the handover to the Council.

Time allocation: 0.5 days

Costs – Phase 3:

The time allocation required by the Associate to complete phase 3 will be 4 days charged at the rate of £295.00 per day making a total of £1180.00, excluding VAT and expenses, for Phase 3. Should additional time be needed due to the requirements changing this would be mutually agreed in writing in advance.

Project Costs

Associate Fees: The time required by the Associate to complete the Service is as follows:

Phase 1 – Job Evaluation: 1.5 days at £295 per day making a total of £442.50, excluding VAT and expenses.

Phase 2 – Recruitment Support: 4 days at £295 per day making a total of £1180.00, excluding VAT and expenses.

Phase 3 – Selection Service: 4 days at £295 per day making a total of £1180.00, excluding VAT and expenses.

Should additional time be needed for any phase due to the requirements changing this would be mutually agreed in writing in advance.

The cost of the full Service would therefore be 9.5 days at £295 per day making a total of £2802.50, excluding VAT and expenses.

Mileage: Work would be carried out remotely where possible but if required mileage would be charged at the rate of .45p per mile.

Accommodation: If required, accommodation would be agreed in advance with the Council and charged at actual cost.



Advertising costs: for placing adverts via SLCC website, NALC website, Indeed and the local press will be met directly by the Council.

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:

- project management
- development and writing of business cases
- support, advice and development of feasibility studies
- internal audits
- staffing and organisational reviews
- 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 25-070

Customer: Heytesbury Imber and Knook Parish Council

Supplier: Local Council Consultancy

Description of Services

Phase 1: To carry out a job evaluation of the Parish Clerk role as follows:

Task Reference	Task Description	Associate Days and Rate	Costs (excluding VAT)
1.	Our Associate will carry out a research and fact-finding exercise using the current job description and information available from the Council's website and/or provided electronically. Quantitative and qualitative data will be collected and collated for the pay evaluation using the joint NALC/SLCC guidance.	0.5 days @ £295	£147.50
2.	Interviews will be held by the Associate with the Clerk and 1 or 2 Council Members as required to validate the data collated from section 1.	0.5 days @ £295	£147.50
3.	Our Associate will review the data from 1. and 2. and complete a report to include recommendations on pay.	0.5 days @ £295	£147.50
4.	Work will be carried out remotely where possible. If required, mileage will be charged at .45p per mile.	N/A	N/A
Grand Total		1.5 days @ £295	£442.50

Phase 2: To provide Recruitment Support as follows

Task Reference	Task Description	Associate Days and Rate	Costs (excluding VAT)
1.	The production of a comprehensive recruitment pack* to include: ❖ Introduction ❖ Role of the post ❖ Background to Council (to include information about the creation of the council, power and functions, proposed council structure, staffing information etc) ❖ Job advertisement ❖ Job description ❖ Person specification ❖ Key terms and conditions of employment ❖ Application and selection process ❖ Application form <i>*Information for inclusion to be provided by the Council.</i>	1 day @ £295	£295.00

2.	Draft an advertisement and arrange for the adverts to be placed via SLCC job Page, CALC website, Indeed and the local press	0.5 days @ £295	£147.50
3.	Develop and agree a scoring matrix to assess applications	0.5 days @ £295	£147.50
4.	Respond to all enquiries from the advertisement and send out application packs	0.5 days @ £295	£147.50
5.	Collate and assess all applications received using the agreed scoring matrix	0.5 days @ £295	£147.50
6.	Develop a short-list of candidates to pass to the council for the selection stage	0.5 days @ £295	£147.50
7.	Notify applicants if they have been unsuccessful or if they are through to the next stage.	0.5 days @ £295	£147.50
8.	Advertising costs for placing adverts via SLCC website, NALC website, Indeed and the local press will be met directly by the Council.	TBC	TBC
Grand Total		4 days @ £295	£1180.00

Phase 3: To provide a Selection Service as follows:

Task Reference	Task Description	Associate Days and Rate	Costs (excluding VAT)
1.	Brief the agreed interview panel on the selection process and ensure arrangements are in place	0.5 days @ £295	£147.50
2.	Invite applicants to interview and liaise with candidates	0.5 days @ £295	£147.50
3.	Set up and manage any pre-interview process. Our experience has shown that holding a pre-interview evening event as part of this stage is useful to enable members and candidates to mix and get to know each other prior to the formal interviews taking place.	1 day @ £295	£295.00
4.	Attend the interviews remotely or at council offices	1 day @ £295	£295.00
5.	Collate the interview outcomes, liaise with the successful candidate and advise unsuccessful applicants of the outcome	0.5 days @ £295	£147.50
6.	Manage the handover to the Council	0.5 days @ £295	£147.50
Grand Total		4 days @ £295	£1180.00

Terms of the Service

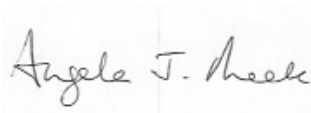
The Supplier will indemnify the Customer for the service provided and will deliver the support set out in the description of services. The total costs of the service are not to exceed £2802.50, excluding VAT and expenses, unless mutually agreed in writing in the event that the requirement changes or 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 25-070 in all correspondence.

Signed for Local Council Consultancy  Name: Angela Meek Date: 7 May 2025	Signed for Heytesbury Imber and Knook Parish Council Phases 1, 2 and 3 accepted <i>(please delete as appropriate)</i> Name: Date:
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Heytesbury, Knook and Imber Parish Council

Health and Safety Policy

1. Introduction

Heytesbury, Knook and Imber Parish Council (hereafter referred to as "the Council") recognises its responsibility to ensure the health, safety, and welfare of its employees, councillors, volunteers, and members of the public who may be affected by its activities. The Council is committed to complying with all relevant health and safety legislation and best practices to create a safe and healthy environment.

2. Policy Statement

The Council aims to:

- Provide and maintain a safe working environment for employees, councillors, and volunteers.
- Ensure that all activities undertaken by the Council are conducted safely and without risk to health.
- Assess risks associated with Council activities and take necessary steps to eliminate or reduce them.
- Provide appropriate information, instruction, and training to those affected by the Council's work.
- Ensure that contractors and third parties engaged by the Council comply with health and safety requirements.
- Encourage a positive health and safety culture and continuous improvement.

3. Responsibilities

- **The Parish Council:** Has overall responsibility for health and safety within its areas of operation and will ensure that appropriate policies and procedures are in place and reviewed regularly.
- **Councillors:** Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- **Clerk and Employees:** Responsible for implementing health and safety measures, identifying hazards, and reporting concerns to the Council.
- **Volunteers and Contractors:** Expected to follow health and safety guidelines set by the Council and report any risks or incidents.

4. Risk Assessment

The Council will carry out regular risk assessments to identify potential hazards and implement appropriate control measures. Risk assessments will cover:

- Council meetings and events.

- Maintenance of public areas, footpaths, and open spaces.
- Use of equipment and tools.
- Activities involving volunteers or community groups.

5. Reporting and Recording Incidents

All accidents, near misses, and hazardous situations must be reported to the Clerk. A record of incidents will be maintained, and corrective actions will be taken to prevent recurrence.

6. Emergency Procedures

The Council will ensure that emergency procedures are in place, including first aid provisions and emergency contacts. Any venues used for meetings and public events will have clearly communicated evacuation procedures.

7. Training and Information

The Council will provide training and information on health and safety matters as necessary. This may include first aid, manual handling, and risk assessment awareness.

8. Review and Monitoring

This policy will be reviewed annually or in response to changes in legislation, Council activities, or incidents. The Council will monitor health and safety performance and take action as necessary to maintain compliance and best practice.

9. Approval and Adoption

This policy was adopted by Heytesbury, Knook and Imber Parish Council on [Date] and will be reviewed annually.