[redacted] PROPOSAL FOR

OAKHAM TOWN COUNCIL

14 OCTOBER 2026

Ref: [redacted]

[redacted]

[redacted]

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[redacted]

About Us

[redacted]ne aim to be the first-choice provider for locum and consultancy services in the local council sector, [redacted] provide a value for money, sector specific consultancy and locum service.

About [redacted]

Founded in 1972, [redacted] 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.

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

Our Aims

[redacted] 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 [redacted] 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 [redacted] 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

[redacted] 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 [redacted] 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.

[redacted] 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 [redacted] for their exceptional contributions. Time and again they have surpassed our expectations, offering invaluable advice and delivery an outstandingly professional recruitment service. [redacted] has always helped our council find exceptional staff members, and we deeply value their support".
[redacted]

"We were kept fully informed through the process. First class service and delivery, will definitely use [redacted] again and highly recommend other councils to use this service".
[redacted]

"[redacted] 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".
[redacted]

Our Proposal – Review of Oakham Town Council's Policies and Procedures

's Associate will carry out a review of the Town Council's policies and procedures (non-HR related) as published on the Town Council's website.

The Associate will hold a remote meeting with the Council, via Teams/Zoom, to discuss the remit of the work and expectations to ensure the Council's key policies are up to date and in place.

The review will include the following:

1. Reviewing current policies and governance documents (not HR documents).
2. Identifying any documents which are missing.
3. Drafting any policies and procedures which are identified as missing.

The review will result in a set of fully updated policies and procedures.

The work will commence on signature by the Town Council of 's Terms and Conditions (Appendix 1) with a view to concluding the work by 23 December 2026, dependent on the work starting before the end of October 2026.

Project Costs

It is estimated that the work will take 4 days to complete and will be charged at the rate of £370.00 per day, making a total of £1480.00, excluding VAT and expenses.

Should additional time be required due to the Council's circumstances or requirements changing, this will be agreed in writing in advance and charged at the same day rate.

All work will be carried out on a remote basis, therefore there will be no requirement for travel expenses or accommodation.

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

Additional Services

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

- development and writing of business cases
- support, advice and development of feasibility studies
- internal audits
- staffing and organisational reviews including job evaluations
- 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 [redacted] 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 –

Customer: Oakham Town Council

Supplier: trading as

Description of Services – Review of Oakham Town Council's Policies and Procedures

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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 £1480.00, 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 £0.55 per mile.

Conduct of the Consultant and the Supplier

The Associate will abide by the 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 should be contacted in the event of any issues which cannot be resolved by the Customer and the Associate.

[redacted]

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 [redacted] in all correspondence.

Signed for [redacted] Name: [redacted] Date: 14 October 2026	Signed for Oakham Town Council Name: Date: