



Proposal to Oakham Town Council

Provision of Locum Clerk/RFO Services

May 2026

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, 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

Oakham Town Council requires an experienced Locum to fulfill the role of Town Clerk/RFO in all aspects until the incumbent is able to return to work. This to include attendance at appropriate Council meetings, and to assist the Council during this challenging period. This can be a largely remote assignment.

3. The LGRC Proposed Approach

LGRC can provide Locum services through our nearest available and suitable locum, Samantha Haywood. Sam is available, ideally on a predominantly remote working basis, although she is based relatively close by at Onley, Warwickshire.

Samantha is a highly experienced, CiLCA, and CIPD qualified Clerk and comfortably exceeds the essential skills/knowledge requirements for this role. As a Chartered Institute of Management Accountants – qualified finance professional, she is a highly experienced RFO/accountant. Her experience is within the local council sector.

In terms of hybrid and remote working, please be assured that LGRC locums are highly experienced at working in this way.

In addition to the day to day work of the Clerk/RFO, providing expert and qualified clerking and accounting support during the assignment, Samantha would be pleased to undertake the following activities as part of the role:

- Provide specialist and qualified HR advice to Council. NB: this is the subject of a separate proposal

4. Background of the LGRC Associate who would undertake the assignment

Samantha Haywood CiLCA, LGRC Director and Partner

Samantha (Sam) is an experienced Clerk, HR and Finance Manager, having worked in these capacities for over 25 years. She holds qualifications from the Association of Accounting Technicians, the Chartered Institute of Management Accountants, CIPD as well as CiLCA.

Samantha has worked as a Parish / Town Clerk and RFO for 25 years and as a Burial Officer since 2018. She specialises in all areas of HR, finance, social media, and local council administration, and has acted as an Employee Support Officer with the ALCC since 2017.

Since joining LGRC, Samantha has been in significant demand as a high-performing locum Clerk, RFO, forensic accountant, HR specialist – and is one of our principal recruiters.

A full CV is available on request.



5. Fee Quotation

LGRC's daily locum clerk/RFO rate is £400 (per 7.5 hr day and pro rata by the hour), plus employer's national insurance, expenses and VAT. The LGRC daily rate includes pension and holiday pay which is paid to the locum through LGRC Payroll.

Expenses are agreed in advance, recharged at cost which is currently 45p per mile, and accommodation/subsistence, if required, at competitive local market rate.

On commencement of the contract, an initial deposit of £3850 plus VAT, equating to an estimate of one month's fees, and based on a current estimate of 2 days a week of clerking input, would be due to the Company. This is to cover timely payment by LGRC of the Locum's salary. Thereafter the Company will submit invoices with supporting documentation for days worked and expenses claimed during each invoicing interval. The invoicing interval is monthly. **The deposit is returnable at the end of the contract.**

LGRC wishes to emphasise that we only charge for work agreed and undertaken, and will always strive to complete the work with the maximum time efficiency possible.

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** or Ashley Gray on david.mcknight@lgrc.uk | ashley.gray@lgrc.uk or **01404 45973**. On appointment, LGRC will draw up a contract to reflect this proposal for your review, signature and return.

