



LGRC Requirements for Associates and Potential Future Partners

The Local Government Resource Centre (LGRC) has an ongoing requirement for Local Council Professionals to work on client assignments delivering “Excellence in Local Council Administration”. We seek experienced professionals who can offer at least 60 days a year to work in locum or consultancy roles across the Town, Parish and Community Council Sector in England and Wales.

LGRC associates and partners are qualified and experienced professionals who take pride in offering high quality services to Client Councils. Since its establishment in 2014 LGRC has provided locums and/or consultancy services to hundreds of councils across the length and breadth of England and Wales.

Working with LGRC

In 2023 LGRC transitioned to being a Partner/Employee majority owned enterprise. The original founders retain an interest in the business, and support its development, but company priorities are heavily focussed on the interests of those who work in the business. The companies’ guiding principle is that by providing excellent service to councils and always going the extra mile, the company will thrive and succeed to the ultimate benefit of its stakeholders. We want to maintain a position where potential clients are always confident that a decision to work with us will be one they will never regret.

Typically, LGRC establishes a freelance relationship with associates with relevant skills and experience and offers two or three initial assignments during which the associate can demonstrate their abilities in client facing roles. They can demonstrate skills including self-reliance, flexibility, problem solving and the all-important people based soft skills.

Some associates are content to remain in a freelance relationship where LGRC identifies work opportunities, negotiates contracts and undertakes all the employment administration, which can include payroll and tax. Freelancers are free to accept, or decline offers of work although priority for assignments is given to partners.

However, associates who demonstrate the required abilities and motivations will be considered for a Partnership in the company. Partners become employees of the company with a range of rights and obligations commensurate with having a direct interest in the running of the business and benefiting directly from its profits.

LGRC work is not typically 9 to 5. Associates and partners will need to adapt to multiple different working environments and apply their problem-solving skills in a range of different situations. While LGRC works hard to offer work to meet Associates and Partners specific requirements it is not always possible to offer a seamless transition from one assignment to another. Conversely there will be times when the demands for skills are at a Premium and sometimes LGRC people are working with two or more clients at the same time. While remote working has become more acceptable in recent years clients do like to receive some services face to face which implies an inevitable travelling requirement for all involved in the business.

LGRC operates as a quality service provider and works to offer good daily rates to its partners and associates. Work on LGRC assignments can be interesting and varied and over time partners and associates build skills and experience through exposure to different Council situations at an accelerated rate versus working in a series of permanent roles. Successful associates will be considered for partnership which brings access to bonuses based on company performance and involvement in running the company with additional benefits and rewards. The Company has a supportive team ethos which means that all partners can find resource and support to address problems and excel with their clients

Areas of Work.

LGRC needs people to work in one or more different service areas according to their skills and experience.

Locum Clerks

LGRC's biggest client demand is for Locum Town, Parish or Community Council Clerks

Associates and Partners working in this area will hold as a minimum, the Certificate in Local Council Administration (CiLCA). Those holding higher level qualifications such as the Community Governance Certificate in Higher Education, the Foundation or BA honours degree or the MA in Public Leadership will command higher daily rates and be offered more complex roles.

Applicants should have a minimum of three years' experience as a Town, Parish or Community Council Clerk. They should be able to demonstrate self-reliance, problem solving skills and a flexible approach to working in different Council environments. They should be able to offer the complete range of Clerking skills, including core finance skills whether or not a separate RFO is in place at a client Council. While remote working is possible a willingness to travel on some occasions, possibly long distance, is a key attribute for a successful Locum.

Locum RFOs and Finance Consultants

While all LGRC partners and associates should have a general understanding of financial matters there is a requirement for specialist finance skills in larger councils where finance and accounting work including as the Locum RFO , or undertaking financial consultancy in a range of areas such as , forensic investigations , managing year ends and support in preparation of the AGAR, internal audit and developing financial systems which met best practice standards.

Applicants in this area will hold an appropriate finance qualification such as AAT or CiPFA. They may have experience as an RFO in a larger local council or as a finance officer in a district or county Council. Conversely, they may have experience as a Local Council Clerk or Councillor with finance experience from elsewhere in the public or private sector

HR Consultants

Human resources work is highly in demand since Local Councils are usually too small to justify dedicated HR staff yet have a range of HR needs which can fall outside the skillset of a typical Clerk. While there are dedicated HR service companies working across multiple sectors, LGRC offers a range of services as a resource provider based within the Local Council sector. Typical Assignments include, Recruitment, staffing reviews, Job Evaluations, Grievance and disciplinary investigations, HR Policy definition, employee handbook and contract drafting.

Applicants in this area will have relevant HR experience in the public ,private sector or third sector and hold an appropriate HR based qualification such as CIPD. They may have experience as a Clerk or Councillor in a Town or Parish Council or as an HR specialist working in a principal council.

Local Government Law Consultants

Councils operate within a complex statutory framework and having the ability to fully understand the potential lawfulness or otherwise of Council actions is vital for ensuring decisive and effective action. LGRC is seeking to build on its current capability in Local government, and Employment Law expertise by building a relationship with one or more qualified and experienced legal practitioners. LGRC is planning to evolve its services in ways that may require a higher-level input than is currently the required.

Applicants in this area will be qualified and experienced in Local Government and/or Employment Law and ideally have experience of work in Town and Parish Councils. Those with an appropriate Legal Practice certificate will have an advantage.

Freelance Specialists

LGRC has periodic requirements for subject specialists to work on assignments in a range of areas that are outside our mainstream topics of governance finance and HR. These areas include Project management, procurement, grounds maintenance

management, and communications and events management. Also, higher level Strategic and business planning and process development skills. LGRC has an aspiration to be involved in implementing sector wide programmes and policies and specialists in this area would be likely candidates for this work.

Applicants in this area will be freelance professionals with demonstrable skills and experience in one or more relevant areas. We will be pleased to register their interest and hold their details on file pending suitable assignments becoming available.

How to apply

To apply send an up-to-date CV with a covering letter explaining your interest in LGRC work to info@lgc.uk . For an informal discussion about working with LGRC please contact Nick Randle at nick.randle@lgc.uk or 07384469308.