



Lorraine Davies  
Clerk to Mountsorrel PC

*By email to* [clerk@mountsorrelparishcouncil.co.uk](mailto:clerk@mountsorrelparishcouncil.co.uk)

Date: 17<sup>th</sup> July 2020

Reference: LCC 20-10

Dear Lorraine,

Thank you for the opportunity to provide the Council with a quote to support it in its implementation of the outcomes of its recent Governance Review.

Local Council Consultancy was launched in late 2018 by the Society of Local Council Clerks as an additional capability to its Advisory and Membership services. It draws on the wide and deep expertise of the SLCC and seeks to provide Councils with a value for money, sector-leading consultancy service. We have over 50 expert Associates (many of whom are experienced Clerks) to help us provide a broad range of skills across many locations in England and Wales.

We understand the Council is seeking to develop a strategic plan with supporting business plans to cover all of the Council's priorities to include three-year capital and revenue plans. You mentioned the need for the plans to at least cover asset management, council services, community engagement and consultation as part of the work.

One of our Associates, Ian Morrell, has direct experience in such work and would be our nomination for the project. Our methodology would be to work collaboratively with Officers and Members to help draw plans together and our quote reflects our preferred methodology of support and guidance rather than a single-minded directional approach. I attach Ian's CV for your reference.

Please find attached our quote for the work and I would be very happy to answer any questions you or the Council might have.

Yours sincerely,

Clive Stilwell  
LCC Associate Manager

## Quote for Mountsorrel Parish Council

### Strategy and Business Plan Development

| Task Reference | Task Description   | Associate days Required and Rate | Costs (exc VAT) |
|----------------|--|----------------------------------|-----------------|
| Stage 1        | Research and Analysis of Council documentation including Governance Review, Annual Reports, Financials, Minutes, Asset Register etc to establish the current position. | 1.5 days @ £320                  | £480            |
| Stage 2        | Interviews (remote) with Councillors and Staff to understand aspirations and appetite for change, priorities and capability moving forward.                            | 3 days @ £320                    | £960            |
| Stage 3        | Developing draft strategy and plans collaboratively, sharing options and evolving them with the Council; producing a final report.                                     | 2 days @ £320                    | £640            |
| Grand Total    |  | 6.5 days @ £320                  | £2,080          |

Note: Daily rates include Associate Manager project oversight and quality assurance

***This quote is valid for 60 days from the date of the covering letter.***