Cyngor Tref y Drenewydd
a Llanllwchaearn
Ty Brisco
Y Groes
Y Drenewydd
Powys
SY16 2BB

Town Council of Newtown
and Llanllwchaiarn
Brisco House
The Cross
Newtown
Powys
SY16 2BB



ORGANISATIONAL REVIEW

Proposals and quotations are invited from professional services to conduct and report a review of the roles & functions, delivery channels, capacity, resilience, working arrangements of the town council to meets its planned/ responsive and statutory/ discretionary work.

Proposals and quotations to cover the attached brief and schedule must be submitted clearly marked ORGANISATIONAL REVIEW QUOTATION to reach the Town Clerk 5pm 1st May 2026

by email to townclerk@newtown.org.uk
or by post to the following address
E J Humphreys, Town Clerk and Head of Business, Sarah Brisco House, The Cross, Newtown, Powys, SY16 2BB.

If any person quoting is to their knowledge related to any Member of, or holder of any office under, the Council then they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk. The Town Clerk will report any disclosure to Council. Failure to disclose may result in disqualification from consideration.

Canvassing of any members of the Council, directly or indirectly, for the work may result in disqualification from consideration.

Please note the council is not bound to accept the lowest quotation and will assess in basis of best value.

E J Humphreys, 17/04/2026
Clerc Y Dref | Town Clerk

THE BRIEF

a) The council bases this exercise in the ethos that councillors, staff, and volunteers are assets to be nurtured. It is of the view that roles, delivery channels, capacity and capability, resilience, and working arrangements should be sufficient to deliver the councils statutory duties and its discretionary commitments to the people of the community.

b) Undertake research and analysis of the council's functional roles, delivery structures, capacity and capability, resilience, remunerations and working arrangements necessary to deliver the council's current statutory and discretionary work.

c) In doing so, to
   (i) Conduct an inception meeting with the working group councillors and town clerk
   (ii) Conduct interviews remotely or on site as appropriate, with councillors (working group and committee Chairs) and all staff (with trade union representatives present if staff wish), and to gather a range of perspectives
   (iii) Identify how much staffing resources (staff time, staff costs and budget allocation) is utilised across
      - Statutory vs discretionary duties and responsibilities
      - Business as usual vs projects
      - Delivery vs enabling & influencing
   (iv) Consider how the council delegates to committees and staff and uses workgroups and lead councillors
   (v) Consider capacity and capability including the take up of training by councillors and staff
   (vi) Consider the resilience of the council to withstand organisational or resource shock such as elections or turnover/ recruitment or loss of key staff
   (vii) Consider the remuneration for councillors and staff (in the case of staff with reference to job evaluation criteria set out by the National Association of Local Councils and the Society of Local Council Clerks) and to validate the findings by benchmarking against three other councils of comparable nature.

d) Produce a draft written report with findings and recommendations to the working group and the town clerk, and to consider their feedback on that draft.

e) Produce a final report of snapshot findings and recommendations for the council which will be shared to councillors and staff (and their trade union representatives if they wish).

f) The final report to be available by 30th June 2026.

THE SCHEDULE – TO REVIEW AND REPORT

Group	Item	Description
A		**Roles & Functions**
	A1	Corporate council roles & functions
	A2	Strategic and operational roles & functions and their relationships
B		**Organisational Delivery Channels**
	B1	Council structure
	B2	Staff structure
	B3	Decision making delegations
C		**Capacity And Capability**
	C1	Councillors
	C2	Staff
	C3	Volunteers
D		**Resilience**
	D1	Council
	D2	Staff
D		**Remunerations**
	D1	Council
	D2	Staff
E		**Working arrangements**
	E1	Council
	E2	Staff