

Compliance Advisory Group Report April 2022

Local Council Award and Operational Plan

Cllrs Ashwell, Howell Jones and Underwood together with Clerk and Assistant Clerk began to complete the application form for Quality Council. We meet the criteria for Foundation Award. We meet all the criteria for Quality award with the exception of having sufficient Councillors elected. It has been agreed that we will apply for both with an explanation of the numbers of Councillors being elected and if that is acceptable, we will apply for the Gold award in September.

Please see partially completed award . This will be completed prior to the Parish Council meeting April

Proposal The Council confirms by resolution that all documentation and information is in place for Foundation award

Proposal The Council confirms by resolution that all documentation and information is in place for Quality award

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

The Council confirms by resolution that all documentation and information is in place for a specified award		Does the council meet this requirement ?	Hyperlink to council resolution:
Criteria		Do you meet these criteria?	Where are these published online? JT and RM to provide links
1	Its standing orders	Yes	
2	Its financial regulations	Yes	
3	Its Code of Conduct and a link to councillors' registers of interests	Yes	
4	Its publication scheme	Yes	
5	Its last annual return	Yes	
6	Transparent information about council payments	Yes	
7	A calendar of all meetings including the annual meeting of electors	Yes	
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	
9	Current agendas	Yes	
10	The budget and precept information for the current or next financial year	Yes	
11	Its complaints procedure	Yes	
12	Its accessibility statement	Yes	
13	Its privacy notice	Yes	
14	Council contact details and councillor information in line with the Transparency Code	CU to check	
15	Its action plan for the current year	CU to revise Operational Plan	
16	Evidence of consulting the community	AHJ to put together information	
17	Publicity advertising council activities	Yes	

18 Evidence of participating in town and country planning	Yes	
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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme	Yes	
20 A register of assets	Yes	
21 Contracts for all members of staff	Yes	
22 up-to-date insurance policies that mitigate risks to public money	Yes	
23 Disciplinary and grievance procedures	Yes	
24 A policy for training and training and development of and councillors	Yes	
25 A record of all training undertaken by staff and councillors in the last year	RM to complete schedule	
26 A clerk who has achieved 12 CPD points in the last year	Yes	

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes	
2 A Health and Safety policy	Yes	
3 Its policy on equality	Yes	
4 Councillor profiles	CU to give examples	
5 A community engagement policy involving two-way communication between council and community	AHJ to put together information	
6 A grant awarding policy	Yes SA to revise	
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes	Minutes
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	Yes	NP CAP Communications Advisory Group Budget
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	Yes	Annual Report

10 Evidence of helping the community plan for its future	Yes	Operational Plan
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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)	Yes	
12 at least two-thirds of its councillors who stood for election	NO	
13 an annual report that is actively shared with the community	Yes	
14 Evidence of a customer service in how the council handles correspondence with the public	Yes	
15 a qualified clerk	Yes	
16 a formal appraisal process for all staff	Yes	
17 a training policy and record for all staff and councillors	Yes	



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community		
2 An annual report, online material, news bulletins and other council communications with evidence of		
a engaging with diverse groups in the community using a variety of methods		
b community engagement influencing council activity and priorities		
c A wide range of council activities, including innovative projects, that produce positive outcomes for the community		
d co-operating constructively with other organisations		

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Have you provided these to the accreditation panel?
3 Ensures that the council delivers value for money		
4 Provides leadership in planning for the future of the community		
5 Engages with the community on issues related to the environment and climate change		
6 Manages the performance of the council as a corporate body		
7 Manages the performance of each individual staff member to achieve its business plan		