

Council Name:  
Date of application:  
Award level applied for:

### **Local Council Award Scheme checklist**

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.

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The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations		
2 Its Code of Conduct and a link to councillors' registers of interests		
3 Its publication scheme		
4 Its last annual return		
5 Transparent information about council payments		
6 A calendar of all meetings including the annual meeting of electors		
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
8 Current agendas		
9 The budget and precept information for the current or next financial year		
10 Its complaints procedure		
11 Council contact details and councillor information in line with the Transparency Code		
12 Its action plan for the current year		
13 Evidence of consulting the community		
14 Publicity advertising council activities		
15 Evidence of participating in town and country planning		

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The council also confirms by resolution at a full council meeting that it has:

<b>Criteria</b>	<b>Do you meet these criteria?</b>	<b>Where are these published? Can they be provided electronically?</b>
16 A risk management scheme		
17 A register of assets		
18 Contracts for all members of staff		
19 Disciplinary and grievance procedures		
20 A policy for training new staff and councillors		
21 A record of all training undertaken by staff and councillors in the last year		
22 A clerk who has achieved 12 CPD points in the last year		

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The council confirms by resolution at a full council meeting that it publishes online:

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		
2 A Health and Safety policy		
3 Its policy on equality		
4 Councillor profiles		
5 A community engagement policy involving two-way communication between council and community		
6 A grant awarding policy		
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting		
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review		
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins		
10 Evidence of helping the community plan for its future		

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<b>Criteria</b>	<b>Do you meet these criteria?</b>	<b>Where are these published? Can they be provided electronically?</b>
1 a scheme of delegation (where relevant)		
2 up-to-date insurance policies that mitigate risks to public money		
3 addressed complaints received in the last year		
4 at least two-thirds of its councillors who stood for election		
5 a printed annual report that is distributed at locations across the community		
6 a qualified clerk		
7 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions		
8 a formal appraisal process for all staff		
9 a training policy and record for all staff and councillors		

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The council confirms by resolution at a full council meeting that it publishes online:

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 and at least four news bulletins a year with evidence of		
a engaging with diverse groups in the community using a variety of methods		
b community engagement leading to positive outcomes for the community		
c a broad range of council activities including innovative projects		
d co-operating constructively with other organisations		

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The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

<b>Criteria</b>	<b>Do you meet these criteria?</b>	<b>Have you provided these to the accreditation panel?</b>
1 Ensures that the council delivers value for money		
2 Meets its duties in relation to bio-diversity and crime & disorder		
3 Provides leadership in planning for the future of the community		
4 Manages the performance of the council as a corporate body		
5 Manages the performance of each individual staff member to achieve its business plan		