

## Report 0715GEM09 Appendix B

### 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

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.

*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

NB if you were accredited at a particular award level within the last year and want to move up a level you do not need to resubmit the evidence from the previous accreditation. EG if you applied for Foundation less than one year ago and would like to go for the Quality award, then you just need to submit the Quality criteria for accreditation.

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

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	Yes	<p>The Standing Orders are within the <i>'Policies'</i> page  <a href="http://shaftesburytowncouncil.co.uk/policies">http://shaftesburytowncouncil.co.uk/policies</a>  <a href="http://shaftesburytowncouncil.co.uk/images/Standing_Orders_adopted_May_2015.pdf">http://shaftesburytowncouncil.co.uk/images/Standing_Orders_adopted_May_2015.pdf</a></p> <p>The Financial Regulations are within the <i>'Policies'</i> page  <a href="http://shaftesburytowncouncil.co.uk/policies">http://shaftesburytowncouncil.co.uk/policies</a>  <a href="http://shaftesburytowncouncil.co.uk/images/Financial_Regulations_adopted_May_2015.pdf">http://shaftesburytowncouncil.co.uk/images/Financial_Regulations_adopted_May_2015.pdf</a></p>
2 Its Code of Conduct and a link to councillors' registers of interests	Yes	<p>The Code of Conduct is within the <i>'Policies'</i> page  <a href="http://shaftesburytowncouncil.co.uk/policies">http://shaftesburytowncouncil.co.uk/policies</a>  <a href="http://shaftesburytowncouncil.co.uk/images/STC_Code_of_Conduct_2012.pdf">http://shaftesburytowncouncil.co.uk/images/STC_Code_of_Conduct_2012.pdf</a></p> <p>Councillors' registers of interests are within each individual councillors pages which link from the <i>'Who We Are'</i> page  <a href="http://shaftesburytowncouncil.co.uk/about/who-we-are">http://shaftesburytowncouncil.co.uk/about/who-we-are</a></p>

3 Its publication scheme	Yes  To be updated GEM 14/07/15	The publication scheme is within the 'Policies' page <a href="http://shaftesburytowncouncil.co.uk/policies">http://shaftesburytowncouncil.co.uk/policies</a> <a href="http://shaftesburytowncouncil.co.uk/images/2014-01-28-Town-Council-Publication-Scheme.pdf">http://shaftesburytowncouncil.co.uk/images/2014-01-28-Town-Council-Publication-Scheme.pdf</a>
4 Its last annual return	Yes	Link to the draft annual return resolved at the Annual Meeting on 19 <sup>th</sup> May 2015 is within the 'How We Operate' page <a href="http://shaftesburytowncouncil.co.uk/about/how-we-operate">http://shaftesburytowncouncil.co.uk/about/how-we-operate</a> <a href="http://shaftesburytowncouncil.co.uk/images/Annual_Return_2014-2015.pdf">http://shaftesburytowncouncil.co.uk/images/Annual_Return_2014-2015.pdf</a>
5 Transparent information about council payments	Yes	Link to information about council payments is within the Data Transparency page, which is linked to the 'Policies' page <a href="http://shaftesburytowncouncil.co.uk/policies/data-transparency">http://shaftesburytowncouncil.co.uk/policies/data-transparency</a>
6 A calendar of all meetings including the annual meeting of electors	Yes	A summary of the meetings resolved at the Annual Meeting on 19 <sup>th</sup> May 2015 are within the 'Data Transparency' page. <a href="http://shaftesburytowncouncil.co.uk/policies/data-transparency">http://shaftesburytowncouncil.co.uk/policies/data-transparency</a>  <a href="http://shaftesburytowncouncil.co.uk/images/2015-16_Calender_of_Meetings_Summary_as_resolved_19th_May_2015.pdf">http://shaftesburytowncouncil.co.uk/images/2015-16_Calender_of_Meetings_Summary_as_resolved_19th_May_2015.pdf</a>  Each individual Committee's dates are on the 'Meetings' page <a href="http://shaftesburytowncouncil.co.uk/meetings">http://shaftesburytowncouncil.co.uk/meetings</a>
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	Minutes and Agenda for all committee and sub-committee meetings, for at least one year, are linked from the 'Meetings' page  <a href="http://shaftesburytowncouncil.co.uk/meetings">http://shaftesburytowncouncil.co.uk/meetings</a>

		<a href="http://shaftesburytowncouncil.co.uk/meetings/item/full-council">http://shaftesburytowncouncil.co.uk/meetings/item/full-council</a> <a href="http://shaftesburytowncouncil.co.uk/meetings/item/general-management">http://shaftesburytowncouncil.co.uk/meetings/item/general-management</a> <a href="http://shaftesburytowncouncil.co.uk/meetings/item/planning-highways">http://shaftesburytowncouncil.co.uk/meetings/item/planning-highways</a> <a href="http://shaftesburytowncouncil.co.uk/meetings/item/recreation-open-spaces-and-environment-rose">http://shaftesburytowncouncil.co.uk/meetings/item/recreation-open-spaces-and-environment-rose</a> <a href="http://shaftesburytowncouncil.co.uk/meetings/item/human-resources">http://shaftesburytowncouncil.co.uk/meetings/item/human-resources</a>
8 Current agendas	Yes	<p>The next four meetings have a link on the 'Home' page  <a href="http://shaftesburytowncouncil.co.uk/">http://shaftesburytowncouncil.co.uk/</a>  These link to the relevant Committees page</p> <p>See also link to each Committee on the 'Meetings' Page  <a href="http://shaftesburytowncouncil.co.uk/meetings">http://shaftesburytowncouncil.co.uk/meetings</a></p>
9 The budget and precept information for the current or next financial year	Yes	<p>Budget and Precept information is within the 'Data Transparency' and the 'How We Operate' page  <a href="http://shaftesburytowncouncil.co.uk/policies/data-transparency">http://shaftesburytowncouncil.co.uk/policies/data-transparency</a>  <a href="http://shaftesburytowncouncil.co.uk/about/how-we-operate">http://shaftesburytowncouncil.co.uk/about/how-we-operate</a>  with a link to the Full Council page for the minutes of the meeting where the 2015/15 Budget was resolved on 24<sup>th</sup> March 2015</p> <p>and</p> <p>a link to the precept request document in the 'Data Transparency' page  <a href="http://shaftesburytowncouncil.co.uk/images/2015-16_Precept_Request.pdf">http://shaftesburytowncouncil.co.uk/images/2015-16_Precept_Request.pdf</a></p>
10 Its complaints procedure	Yes	<p>The Council's complaints procedure is within the 'Policies' page  <a href="http://shaftesburytowncouncil.co.uk/policies">http://shaftesburytowncouncil.co.uk/policies</a></p> <p><a href="http://shaftesburytowncouncil.co.uk/images/2014-06-24-Adopted-Complaints-Procedure.pdf">http://shaftesburytowncouncil.co.uk/images/2014-06-24-Adopted-Complaints-Procedure.pdf</a></p>

11 Council contact details and councillor information in line with the Transparency Code	Yes	<a href="http://shaftesburytowncouncil.co.uk/about/who-we-are">http://shaftesburytowncouncil.co.uk/about/who-we-are</a> <a href="http://shaftesburytowncouncil.co.uk/policies/data-transparency">http://shaftesburytowncouncil.co.uk/policies/data-transparency</a>
12 Its action plan for the current year	Outstanding	
13 Evidence of consulting the community	Yes	A public consultation was in respect of the re-siting of a monument. This took place on 1 <sup>st</sup> October 2014.  The publicity regarding this consultation was on the Councils' previous website so there is no link is available.  Full Council minutes from 5 <sup>th</sup> August 2014, 24 <sup>th</sup> June 2014 and 7 <sup>th</sup> October 2014 refer <a href="http://shaftesburytowncouncil.co.uk/meetings/item/full-council">http://shaftesburytowncouncil.co.uk/meetings/item/full-council</a>
14 Publicity advertising council activities	Yes	The Council advertises its activities on the 'News' page as well as on Twitter <a href="http://shaftesburytowncouncil.co.uk/news">http://shaftesburytowncouncil.co.uk/news</a>  <a href="https://twitter.com/">https://twitter.com/</a>
15 Evidence of participating in town and country planning	Yes	The council participate in town and country planning through its 'Planning and Highways' Committee  <a href="http://shaftesburytowncouncil.co.uk/meetings/item/planning-highways">http://shaftesburytowncouncil.co.uk/meetings/item/planning-highways</a>  and  through the Neighbourhood Planning Group, which has a link to it's website on the 'Information' page <a href="http://shaftesburytowncouncil.co.uk/information">http://shaftesburytowncouncil.co.uk/information</a>

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	Yes	<a href="http://shaftesburytowncouncil.co.uk/images/legacy/FC/2015%2003%2031%20EFC%20Ag%20set.pdf">http://shaftesburytowncouncil.co.uk/images/legacy/FC/2015%2003%2031%20EFC%20Ag%20set.pdf</a>  <a href="http://shaftesburytowncouncil.co.uk/images/legacy/FC/2015_03_31_Draft_EFC_Mins.pdf">http://shaftesburytowncouncil.co.uk/images/legacy/FC/2015_03_31_Draft_EFC_Mins.pdf</a>
17 A register of assets	Yes	<a href="http://shaftesburytowncouncil.co.uk/images/Fixed Asset Register as at 31 March 2015 v2.pdf">http://shaftesburytowncouncil.co.uk/images/Fixed Asset Register as at 31 March 2015 v2.pdf</a>
18 Contracts for all members of staff	Outstanding	
19 Disciplinary and grievance procedures	Yes	<p>Procedures are within the Staff Handbook which is available by request in hard copy or by email. The Council has no internal staff intranet.</p> <p>A copy of the Staff Handbook is attached to this submission</p>
20 A policy for training new staff and councillors	Outstanding To FC on 28/7/15	
21 A record of all training undertaken by staff and councillors in the last year	Outstanding Prepared 7/7/15 To FC on 28/7/15	
22 A clerk who has achieved 12 CPD points in the last year	Outstanding To FC on 28/7/15	