**LOCAL COUNCIL AWARD SCHEME | ASSESSMENT FORM**

|  |  |
| --- | --- |
| **Name of council** |  |
| **Name of assessor** |  |
| **Date** |  |

**Instructions**

Please place an X in the box corresponding to the appropriate outcome for each of the criteria. If any criteria are partially met then a comment is needed to explain this. Otherwise comments are optional. Please keep comments brief and constructive, as they will be provided as feedback to the council.

**The Foundation Award**

| **Criteria** | **Met** | **Not met** | **Partially met and accepted** | **Partially met & not accepted** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| The council confirms by resolution at a full council meeting that it publishes online: |
| 1) Its standing orders  |  |  |  |  |  |
| 2) Its financial regulations  |  |  |  |  |  |
| 3) Its Code of Conduct and a link to councillors’ registers of interests |  |  |  |  |  |
| 4) Its publication scheme |  |  |  |  |  |
| 5) Its last annual return |  |  |  |  |  |
| 6) Transparent information about council payments |  |  |  |  |  |
| 7) A calendar of all meetings including the annual meeting of electors |  |  |  |  |  |
| 8) Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings |  |  |  |  |  |
| 9) Current agendas |  |  |  |  |  |
| 10) The budget and precept information for the current or next financial year |  |  |  |  |  |
| 11) Its complaints procedure |  |  |  |  |  |
| 12) Its accessibility statement  |  |  |  |  |  |
| 13) Its privacy notice |  |  |  |  |  |
| 14) Council contact details and councillor information in line with the transparency code |  |  |  |  |  |
| 15) Its action plan for the current year |  |  |  |  |  |
| 16) Evidence of consulting the community |  |  |  |  |  |
| 17) Publicity advertising council activities |  |  |  |  |  |
| 18) Evidence of participating in town and country planning |  |  |  |  |  |
| The council also confirms by resolution at a full council meeting that it has: |
| 19) A risk management scheme |  |  |  |  |  |
| 20) A register of assets |  |  |  |  |  |
| 21) Contracts for all members of staff |  |  |  |  |  |
| 22) Up-to-date insurance policies that mitigate risks to public money |  |  |  |  |  |
| 23) Disciplinary and grievance procedures |  |  |  |  |  |
| 24) A policy for training and development of staff and councillors |  |  |  |  |  |
| 25) A record of all training undertaken by staff and councillors in the last year |  |  |  |  |  |
| 26) A clerk who has achieved 12 CPD points in the last year |  |  |  |  |  |

**The Quality Award**

| **Criteria** | **Met** | **Not met** | **Partially met and accepted** | **Partially met & not accepted** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website: |
| 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 at least four news bulletins a year |  |  |  |  |  |
| 10) Evidence of helping the community plan for its future |  |  |  |  |  |
| The council also confirms by resolution at a full council meeting that it has: |
| 11) A scheme of delegation (where relevant) |  |  |  |  |  |
| 12) At least two-thirds of its councillors who stood for election |  |  |  |  |  |
| 13) An annual report that is actively shared with the community |  |  |  |  |  |
| 14) Evidence of a customer service in how the council handles correspondence with the public |  |  |  |  |  |
| 15) A qualified clerk |  |  |  |  |  |
| 16) A formal appraisal process for all staff |  |  |  |  |  |
| 17) A training policy and record for all staff and councillors |  |  |  |  |  |

**The Quality Gold Award**

| **Criteria** | **Met** | **Not met** | **Partially met and accepted** | **Partially met & not accepted** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website: |
| 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 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: |
| 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 |  |  |  |  |  |