

Local Council Award Scheme

Award Level	Criteria	Action	Date	Complete
Foundation	Standing Orders ad Financial Regulations on website	Current need updating	16.12.19	Completed
	Code of Conduct and link to councillor's register of interests on website		24.10.19	Completed
	Publication Scheme on website		24.10.19	Completed
	Last Annual Return on website		24.10.19	Completed
	Transparent information about council payments on website		24.10.19	Completed
	Calendar of all meetings on website	Available on TV Needs to be added to website	24.10.19 17.12.19	Completed
	Minutes of all council and committee meetings on website		24.10.19	Completed
	Current agendas on website		24.10.19	Completed
	Budget and Precept information on website	Precept on website Budget added	24.10.19 29.1.20	Completed
	Complaints procedure		24.10.19	Completed
	Council contact details and councillor information in line with Transparency Code		24.10.19	Completed
	Action Plan for current year on website	Vision document in draft	16.12.19	Completed
	Evidence of consulting with the community	Section on consultation on new website. Consulted on civic extension/Corp Plan	July 2020	Completed
	Publicity advertising council activities		24.10.19	Completed
	Evidence of participating in town and country planning		24.10.19	Completed
	Risk management scheme	New Finance Risk assessment drafted	8.1.2020 Approved	Completed

Award Level	Criteria	Action	Date	Complete
Foundation Cont.	Register of assets	Currently being updated	Aug 20	Progressing
	Employment contracts	Approved by Full Council	10.1.21	Completed
	Disciplinary and grievance procedures	Approved by Full Council	10.1.21	Completed
	Staff and Councillor training policy		4.2.21	Completed
	Training record for all staff and councillors	Training record in place for staff only at the moment. Training record developed for members	24.10.19 17.1.2020	Completed
	Clerk achieved 12 CPD points in last year		24.10.19	Completed
Quality Award	Draft minutes of all meetings published within 4 weeks of last meeting		24.10.19	Completed
	H&S Policy	Needs to be placed on the website	24.10.19 Added to website May 20	Completed
	Equality Policy	Part of employee handbook – Approved by Full Council	10.1.21	Completed
	Community Engagement Policy	In draft considered by Policy Committee	21.1.21	Progressing
	Councillor Profiles on website		24.10.19	Completed
	Grant awarding policy on website		24.10.19	Completed
	Evidence showing how electors contribute to Annual Town Meeting on website		24.10.19	Completed

	Action Plan and relating budget responding to community engagement and setting out timetable for action and review on website	Corporate Plan approved	Dec 20	Completed
Award Level	Criteria	Action	Date	Complete
Quality Award	Evidence of community engagement, council activities and promotion of democratic processes in an annual report, online material and regular news bulletins	Online material and regular new bulletins already implemented. Annual report needed	24.10.19	Progressing
	Evidence of helping community plan for its future	Corporate Plan	Dec 20	Completed
	A scheme of delegation on website	Current scheme being reviewed	Jan '21	Progressing
	Up-to-date insurance policy		24.10.19	Completed
	Addressed complaints received in the last year	Non received	Nov 20	Completed
	At least two thirds of councillors who stood for election		24.10.19	Completed
	A printed Annual Report that is distributed at locations across the community			Action Needed
	A qualified Clerk		24.10.19	Completed
	A Clerk employed according to nationally agreed terms and conditions		16.12.19	Completed
	A formal appraisal process for all staff	Approved by Full Council	10.1.21	Completed
	A training policy and record for all staff and councillors	Approved by Full Council	4.2.21	Completed
	A business plan covering financial forecast for at least 3 years linked to revenue and capital plans	Corporate Plan and Planned Maintenance Programme	Dec 20	Completed

Award Level	Criteria	Action	Date	Complete
Quality Gold	An annual report, online material and at least four news bulletins a year with evidence of: engaging with diverse groups using a variety of methods; community engagement leading to positive outcomes; broad range of council activities including innovative projects; cooperating constructively with other organisations	Quarterly newsletter issued	24.10.19	Progressing
	Ensures that the council delivers value for money	Reviewed method of developing and monitoring budget	Feb 21	Progressing
	Delivers best practice in meeting its duties in relation to biodiversity and crime & disorder	Plastic policy being developed, CCTV enhanced	Jan 21	Progressing
	Provides leadership in planning for the future of the community	Corporate Plan	Dec 20	Completed
	Manages the performance of the council as a corporate body	Corporate Plan, Planned Maintenance Programme, quarterly int audits, intro new policies	Dec 20	Completed
	Manages the performance of each staff member to achieve its business plan	Appraisal system Approved by Full Council	10.1.21	Completed