

Annual Council

Date: 4 May 2021

Title: Local Council Award Scheme

Contact Officer: Deputy Town Clerk

Background

The National Association of Local Councils Award Scheme celebrates the best local councils and provides a framework to support them in improving and developing to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector and to put in place the conditions for continued improvement in terms of best practice in governance and transparency.

Current Status

The previous administration agreed to enter this award scheme but due to staff resources this has not been possible – it is envisaged that this can be achieved in the forthcoming year. In order to achieve this, the Council must first meet the criteria for the Foundation Award and resolve that it has the following and publishes them online:

- Standing Orders
- Financial Regulations
- Code of Conduct & link to Councillor's register of interests
- Publication Scheme
- Last Annual Return
- Transparent Information about Council Payments
- A calendar of meetings, including the annual meeting of electors
- Minutes for at least one year of full council, committee and sub-committee meetings
- Current Agendas
- The budget and precept information for the current or next financial year
- Complaints procedure
- Council Contact Details & Information
- Action Plan for the current year – Strategic Plan being worked on currently. A draft plan is in place following budget setting for 2021/22
- Evidence of consulting the community
- Publication of Council activities
- Evidence of participating in town and county planning

The Council must also resolve that it has:

- A Risk Management Policy

- A Register of Assets
- Contracts for all members of staff
- Up-to-date insurance policies that mitigate the risk to public money
- Disciplinary & Grievance procedures
- A policy for training new staff and councillors
- A record of all training undertaken by staff and councillors in the last year
- A Clerk who has achieved 12 CPD points in the last year

Financial Implications

The cost of applying for the Foundation Award of the Local Council Award Scheme is £50.00

Recommendations

- that the report is noted
- that the Town Council resolves that it has the necessary documents, policies and procedures as set out above and publishes them online where appropriate in order to apply for an award
- that the status is reviewed annually to confirm eligibility

Attached:

APPENDIX A – NALC Award Scheme Criteria