

COUNCIL NAME	
DATE OF APPLICATION	
AWARD LEVEL	

Please read through the scheme guide before completing this form as it includes essential information in support of the evidence required. If you are unsure of the criteria requirements or need further information, then please check with your local county association or contact NALC at LocalCouncilAwardScheme@nalc.gov.uk

Completed sections required for each award level:

- If you are applying for Bronze level complete the Bronze criteria section
- If you are applying for Silver complete the Bronze and Silver criteria sections
- If you are applying for Gold complete the Bronze, Silver and Gold criteria sections

The exception to the above is if you have achieved an award within the last 12 months, then the section for that level award (and the preceding one) need not be completed.

All relevant sections of the form must be completed with evidence provided for the level that you are applying for. Otherwise, this could result in a delay to your application.

Application Tips

- Check all relevant documents are attached with your submission and hyperlinks provided are working correctly.
- Hyperlinks to the council's website must be to the exact evidence required. If this is not possible then include details of how the evidence can be found (i.e. menu, sub-menu etc).
- All published policies and documents must be tailored/personalised to the council.
- Check policies and procedures are not overdue for review. It is best practice to include a review date on all relevant documents and for Silver/Gold award levels the next review date must be included.
- If you are providing minutes as evidence, it is important you include the specific minute reference.
- For the Silver and Gold award levels, a more in-depth assessment will be undertaken of the evidence provided for the preceding award levels. For Gold in particular, the assessment panel will be looking for evidence of best practise throughout the application.
- A column has been provided on this form for any supporting comments you may have.

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BRONZE RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Bronze award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Standing Orders		
2. Financial Regulations		
3. Code of Conduct and a link to councillors' registers of interests		
4. Accessibility statement		
5. Publication scheme		
6. Complaints procedure		
7. Privacy notice		
8. Last annual return		
9. Transparent information about council payments		
10. Calendar of all meetings including the next annual meeting of electors		
11. Minutes for at least <u>one year</u> of full council meetings and (if relevant) all committee/sub-committee meetings		
12. Current agendas		
13. The Budget and Precept information for the current or next financial year		
14. Biodiversity policy		
15. Council contact details and councillor information in line with the Transparency Code		
16. Action plan for the current year		
17. Evidence of consulting the community		
18. Publicity advertising council activities		
19. Evidence of participating in town and country planning		
20. Evidence of publicising elections and		

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vacancies on the council		
21. Risk management policy		
22. Register of assets		
23. Up-to-date insurance policies that mitigate risks to public money		
24. Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area		
25. Disciplinary and Grievance procedures		
26. A policy for training and development of staff and councillors		
27. A record of all training undertaken by staff and councillors in the last year		
28. A current clerk who has achieved 12 CPD points in the last year		
29. Signed up to the Civility & Respect Pledge and a Dignity at Work policy		

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SILVER RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Silver award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Health and Safety policy		
2. Policy on Equality		
3. Co-option policy		
4. Community engagement policy involving two-way communication between council and community		
5. Councillor profiles		
6. Grant awarding policy		
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting		
8. 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		
11. Evidence of encouraging public engagement in local democracy		
12. Scheme of Delegation (where relevant)		
13. At least two-thirds of its councillors who stood for election, <u>or</u> significant evidence		

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of the council advertising vacancies		
14. Evidence of customer service with examples of managing/handling correspondence with the public		
15. A current qualified clerk		
16. A formal appraisal process for all staff		

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GOLD RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Gold award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. A business plan covering a financial forecast for at least <u>three</u> 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		
e) Active promotion of elections, including that at least two-thirds of its councillors stood for election		

The following criteria require statements only (of no more than 1 page). Statements must include a narrative and where applicable, contain document references or hyperlinks as evidence to support the narrative.

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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 staff and the council as a corporate body to achieve its business plan		
7. Supports a culture of civility and respect in the council		