

Silver Award Scheme action list:

Criteria	Guidance	Name Evidence	Supplied-Y/N
A Health and Safety policy Its policy on equality	The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.		
A co-option policy	The panel will seek evidence that the co-option policy includes a well-defined process for co-option, that the process is transparent, and where the council openly advertises seats available for co-option.		
A community engagement policy involving two-way communication between council and community	A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions.		
Councillor profiles	Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.		
A grant awarding policy	The council gives grants to community organisations and publishes a grant awarding policy.		
Evidence showing how electors contribute to the Annual Parish or Town Meeting	Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.		
An action plan and related budget responding to community engagement and setting out a timetable for action and review	The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan.		

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	The council's budget shows how the action plan is put into practice and manages risks to public money.		
Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively share with the community, online material and regular news bulletins	The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year. The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.		
Evidence of helping the community plan for its future	The panel seeks evidence from council documents and online information that it supports the community in planning for its future. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system		

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	such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.		
Evidence of encouraging public engagement in local democracy	The panel will seek evidence of encouraging the public in engagement in local democracy. This might include campaigns to encourage people to vote or stand for election. It might include providing information on the council website on how the council makes decisions and how the public can observe or take part in council meetings.		
A scheme of delegation (where relevant)	The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.		
At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising	At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council		
vacancies	represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below. The panel will seek evidence that when there are scheduled elections or council vacancies, the council puts significant effort towards informing the public and encouraging		

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	participation. The panel will be looking for the council to demonstrate it has done more than the statutory requirements of posting notices, for example posters in noticeboards, posts on social media, articles in newsletters, local newspapers etc.		
Evidence of a customer service in how the council handles correspondence with the public	The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates		
A qualified clerk	This criteria relates to the clerk employed by the council at the time of application. A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.		
A formal appraisal process for all staff	The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council.		

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The accreditation panel first checks that the criteria for the Bronze Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Bronze award less than a year ago. Then the panel does not check the Bronze criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Silver Award.

The panel assesses the quality of documents and information seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. The council is encouraged (but not obliged) to use a gov.uk domain for its website and email addresses for staff and councillors. All policies should comply with current legislation and guidance and note the date of the next review.