



The following paper is submitted by the Clerk to the Parish Council at its meeting of 2nd August 2023

Agenda Item Statutory Business 8d): To apply for the Quality Gold Award under the Local Council Award Scheme

Background Information:

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector.¹

A copy of the guide to the Scheme can be found at this [link](#).

There are three levels that can be applied for: Council was awarded Quality in 2016.

1. Foundation Level – demonstrates that a council meets the requirements for acting lawfully and according to standard practice
2. Quality Award – demonstrates that a council achieves good practice in governance, community engagement and council improvement.
3. Quality Gold Award – demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

Every award level has a requirement for certain information to be published online (as well as some information that does not need to be published proactively but must be in place and able to be provided if so requested).

Aim:

Thurston Parish Council is expected to confirm its intention to strive for Quality Gold Status, within the Local Council Award Scheme. In order for us to achieve this we must follow procedures as laid down in the Local Council Award Scheme Guide.

The Parish Council must agree that the resolutions put before it by the Clerk are accurate. In order to achieve this we must ensure our policies and processes meet the required standards within the categories of Governance, Community and Development.

Before consideration by full Council, Officers have already considered within each group whether the Council meets the relevant requirements and provided the necessary information to so affirm.

To achieve a Quality Gold Award, the Council needs to be able to demonstrate that it meets all requirements of the Foundation and Quality Awards and is at the forefront of best practice

¹ LCAS guide 2023 – NALC

by achieving an excellent standard in community governance, community leadership and performance management.

Statement	Tick to agree
Council resolves that it can demonstrate that it has the documentation and information in place for operating lawfully and according to standard practice as outlined in the Foundation Award Criteria	√
Council resolves that it meets all the requirements of the foundation aware and has additional documentation and information is in place for good governance, effective community engagement and council improvements. This includes the eligibility criteria for the General Power of Competence.	√
Council resolves that it meets all requirements of the Foundation and Quality Awards, and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management.	√
Policies and processes marked RPO - Council resolves that it publishes online and meets requirements as outlined below: <ul style="list-style-type: none"> • Appendix A with reference to Foundation Stage; • Appendix B with reference to Quality Stage; • Appendix C with reference to Quality Gold 	√
Policies and processes marked R - Council resolves that it has these policies in place and a copy is available from the Parish Clerk: <ul style="list-style-type: none"> • Appendix A with reference to Foundation Stage; • Appendix B with reference to Quality Stage; • Appendix C with reference to Quality Gold 	√

Proposal to Council – to agree to answer the above statements in the affirmation and to instruct the Clerk to submit the appropriate paperwork for the Quality Gold Award by the deadline of 8th September 2023



Appendix A - DOCUMENTATION REQUIRED FOR FOUNDATION STAGE

Policy	RPO	R	Pass to full Council
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Standing Orders	Yes		✓
Financial Regulations	Yes		✓
Code of Conduct linked to Register of Interest.	Yes		✓
Publication Scheme	Yes		✓
Last Annual report	Yes		✓
Transparent information about Councils payments	Yes		✓
Calendar of all meetings	Yes		✓
Year of minutes for Council, and committees	Yes		✓
Current Agendas	Yes		✓
Budget & Precept info (current or next financial year)	Yes		✓
Complaints procedure	Yes		✓
Accessibility statement	Yes		✓
Privacy notice	Yes		✓
Council contact details and councillor information			✓
Action plan for the current year	Yes		✓
Evidence of consulting the community	Yes		✓
Publicity advertising council activities	Yes		✓
Evidence of participating in town and country planning	Yes		✓
A risk management scheme	Yes		✓
Register of Assets	Yes		✓
Contracts for all members of staff		Yes	✓
Insurance policies that mitigate risks to public money		Yes	✓
Disciplinary and grievance procedures	Yes		✓
Policy for training and development of staff & councillors	Yes		✓
Record of training undertaken in the past year		Yes	✓
A clerk who has achieved 12 CPD points in the last year		Yes	✓



Appendix B DOCUMENTATION REQUIRED FOR QUALITY STATUS

Policy	RPO	R	Pass to full Council
Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes		✓
Health and Safety Policy	Yes		✓
Policy on Equality	Yes		✓
Councillor Profiles			
Community Engagement Policy	Yes		✓
Grant Awarding Policy	Yes		✓
Contribution by electors to the Annual Parish Meeting	Yes		✓
Action plan with related budget including timetable for review	Yes		✓
Evidence of community engagement	Yes		✓
Evidence of helping the community plan for its future	Yes		✓
Scheme of delegation	Yes		✓
Two-third of councillors stood at the last election		Yes	✓
Annual Report that is shared with the community	Yes		✓
Evidence as to how communication with the public is handled	Yes		✓
Qualified Clerk	Yes		✓
Formal appraisal process	Yes		✓
Training policy and record for all staff and councillors	Yes		✓



Appendix C - DOCUMENTATION REQUIRED FOR QUALITY GOLD STATUS

Documentation and information in place	RPO	R	Pass to full Council
Business plan	Yes		✓

Annual report, online material, news bulletins – evidence of:	Yes		√
a. Engaging with diverse groups	Yes		√
b. Community engagement influencing council activity and priorities	Yes		√
c. Wide range of activities including innovative projects	Yes		√
d. Co-operating constructively with other organisations	Yes		√
Ensures that the council delivers value for money	Yes		√
Provides leadership in planning for the future of the community	Yes		√
Engages with the community on issues related to the environment and climate change	Yes		√
Manages the performance of the council as a corporate body	Yes		√
Manages the performance of each individual staff member to achieve its business plan	Yes		√