



<b>Council Name</b>	<b>Halstead Town Council</b>
<b>Contact Name for Award</b>	<b>Sarah Greatorex</b>
<b>Contact Details – Phone number</b>	<b>01787 476480</b>
<b>Contact Details – email address</b>	<b>townclerk@halsteadtowncouncil.org.uk</b>
<b>Contact Details – web site address</b>	<b>www.halsteadtowncouncil.org.uk</b>
<b>NALC – The Council has advised NALC of its application and the fee has been paid</b>	<b>21/05/18 Date fee paid</b>
<b>EALC – The application fee has been paid to EALC</b>	<b>Date fee paid</b>

**Instructions –**

Please complete the form and return to the Essex County Accreditation Panel Co-ordinator. Providing a web link (hyperlink) to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information.

Information: To achieve the **Foundation Standard** a council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice.

Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/library/our-work/lcas/1855-local-council-award-scheme-guide-2016-pdf/file>

Check that you have completed the correct forms dependant on the level the Council is applying for.

Required Documentation for <b>Foundation</b> Level	Tick when completed	EALC Coordinator
Council resolution indicating required documents for Foundation level are on the Council website	✓	
Council Resolution to confirm documents required for Foundation level exist and can be provided electronically if requested	✓	
Tick list check for information on web site for Foundation level		
Tick list check for information that is required and confirmed by resolution for Foundation level		
<b>Foundation Level</b>		
<p><b>Council Resolution for Foundation Level</b></p> <p>_____Halstead Town_____ Council confirmed at a Meeting of the full Council that the following documentation (items 1-15, each item should be listed in the minute reference) have been achieved and is on the Council's website. Minute _____ reference: _____</p>	<p style="text-align: center;"><b>Date of Council Meeting:</b> <b>15 October 2018</b></p> <hr/> <p><b>Councils web site address:</b></p> <p style="text-align: center;">_____www.halsteadtowncouncil.org.uk_____</p>	

Criteria	Achieved	Where are these published, please provide a hyperlink?
1. Its standing orders and financial regulations	✓ ✓	<a href="http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1250-standing-orders">http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1250-standing-orders</a>  <a href="http://www.halsteadtowncouncil.org.uk/financial-details/financial-regulations">http://www.halsteadtowncouncil.org.uk/financial-details/financial-regulations</a>
2. Its Code of Conduct and a link to councillors' registers of interests	✓ ✓	<a href="http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1410-code-of-conduct-for-members">http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1410-code-of-conduct-for-members</a>  <a href="http://www.halsteadtowncouncil.org.uk/your-councillors">http://www.halsteadtowncouncil.org.uk/your-councillors</a>
3. Its publication scheme	✓	<a href="http://www.halsteadtowncouncil.org.uk/policies-">http://www.halsteadtowncouncil.org.uk/policies-</a>

		<a href="#">and-procedures/1345-htc-publication-scheme</a>
4. Its last annual return	✓	<a href="http://www.halsteadtowncouncil.org.uk/financial-details/audit-of-accounts">http://www.halsteadtowncouncil.org.uk/financial-details/audit-of-accounts</a>
5. Transparent information about council payments	✓	<a href="http://www.halsteadtowncouncil.org.uk/financial-details/payment-schedules">http://www.halsteadtowncouncil.org.uk/financial-details/payment-schedules</a>
6. A calendar of all meetings including the annual meeting of electors	✓	<a href="http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/forthcoming-council-meetings">http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/forthcoming-council-meetings</a>
7. Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	✓	<a href="http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/minutes">http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/minutes</a>
8. Current agendas	✓	<a href="http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/agenda">http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/agenda</a>
9. The budget and precept information for the current or next financial year	✓	<a href="http://www.halsteadtowncouncil.org.uk/financial-details/precept-information">http://www.halsteadtowncouncil.org.uk/financial-details/precept-information</a>
10. Its complaints procedure	✓	<a href="http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1135-complaints-procedure">http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1135-complaints-procedure</a>
11. Council contact details and councillor information in line with the Transparency Code	✓	<a href="http://www.halsteadtowncouncil.org.uk/contacts">http://www.halsteadtowncouncil.org.uk/contacts</a> <a href="http://www.halsteadtowncouncil.org.uk/your-councillors">http://www.halsteadtowncouncil.org.uk/your-councillors</a>
12. Its action plan for the current year	✓	
13. Evidence of consulting the community	✓	Town survey and plan Grants to local community projects <a href="http://www.halsteadtowncouncil.org.uk/clerk-s-annual-report">http://www.halsteadtowncouncil.org.uk/clerk-s-annual-report</a>
14. Publicity advertising council activities	✓	<a href="http://www.halsteadtowncouncil.org.uk/news-and-events-2/1459-senior-citizens-outings-2018">http://www.halsteadtowncouncil.org.uk/news-and-events-2/1459-senior-citizens-outings-2018</a> <a href="http://www.halsteadtowncouncil.org.uk/council-facilities">http://www.halsteadtowncouncil.org.uk/council-facilities</a>
15. Evidence of participating in town and country planning	✓	Planning is a permanent item on the agenda, and HTC acts as a consultee on all planning applications related to Halstead and going through BDC <a href="http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/minutes">http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/minutes</a>

**Council Comments on Application sections 1-15**

(Please list any information that you feel relevant to the application using the numbering above to direct your comments for panel members to the correct sections).

**8. Agendas** – when these are sent out by email to the Councillors, they are always summonsed to the meetings. From now on the wording on the Agendas themselves will be “summonsed”.

**12. Action Plan** – this is the current Action plan for the year 2018/19, to be reviewed in May 2019

**13. Town Plan** – Councillors carried out a very large survey of the residents in 2016 with a detailed questionnaire. This is at the final editing and printing stage, and a pre-print copy can be supplied.

**Panel Comments on Application section 1-15**

Panel Members make observations and comments on the application about the evidence produced or the website. Comments will be provided to the Council at the end of the accreditation process with the result of the application.

<p><b>Council Resolution for Foundation Level</b></p> <p>_____Halstead Town_____Council confirmed at the meeting of the full Council that the following (items 16-23, each item should be listed in the minute reference) have been achieved.</p> <p>Minute reference: _____</p>	<p><b>Date of Council Meeting:</b></p> <p>15 October 2018_____</p>
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The council also confirms by resolution at a full council meeting that it has:

Foundation Level Checklist	Achieved	Where are these published (please provide a hyperlink)? Can they be provided electronically?
16. A risk management scheme Minute 063 13/8/18	✓	<a href="http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1502-risk-management-policy">http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1502-risk-management-policy</a>
17. A register of assets Minute 453 19/3/18	✓	<a href="http://www.halsteadtowncouncil.org.uk/financial-details/fixed-assets">http://www.halsteadtowncouncil.org.uk/financial-details/fixed-assets</a>
18. Contracts for all members of staff	✓	
19. Up-to-date insurance policies that mitigate risks to public money	✓	
20. Disciplinary and grievance procedures	✓	<a href="http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1138-disciplinary-procedure">http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1138-disciplinary-procedure</a>  <a href="http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1140-grievance-procedure">http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1140-grievance-procedure</a>
21. A policy for training new staff and councillors	✓	<a href="http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1530-training-and-development-policy">http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1530-training-and-development-policy</a>
22. A record of all training undertaken by staff and councillors in the last year	✓	
23. A clerk who has achieved 12 CPD points in the last year	✓	

<p><b>Council Comments on sections 16-23</b></p>
<p>(Please list any information that you feel relevant to the application using the numbering above to direct your comments for panel members to the correct sections).</p> <p><b>22. Training</b> the Clerk has completed her CILCA training during the past year, and training on GDPR, and the Finance officer is beginning a SAGE training which will gain her 25 CPD points. They have both attended training on VAT and end of year accounts. The Vice chair is about to do Chairman's training and the Clerk will do training on Elections. Most of the Councillor training is being saved for after the elections for new councillors.</p>

Panel Comments on sections 16-23
Panel Members make observations and comments on the application about the evidence produced or the website. Comments will be provided to the Council at the end of the accreditation process with the result of the application.

**The following are notes on the criteria for the status for the use of the Council and Panel Members**

	Criteria for Foundation Standard	Yes achieved	Not achieved
<b>1, 2, 3, 10 Council Process and Procedure</b>	<b>Standing orders</b>		
	<b>Financial regulations</b>		
	<b>A publication scheme</b>		
	<b>A complaints procedure</b>		
	<b>A Code of Conduct</b>		
	These are all required and are all tailored for the named council. Standing orders explain the procedures for awarding contracts and financial regulations include appropriate procedures for operating internal controls. All policies should demonstrate compliance with the Openness of Local Government Bodies Regulations 2014 including an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.		
<b>2 Interests</b>	<b>Registers of interests</b>		
	The council does not need to publish this on its own website provided that there is a link or web address to the registers on the principal authority's website.		
<b>11 Contact Details</b>	<b>Contact details</b>		
	This should include the name of the Clerk, the address, the phone number and the email of the Council.		
<b>4, 5, 9 Financial Information</b>	<b>Annual return</b>		
	The Council posts on its website a scanned copy of its latest annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given.		
	<b>Information on payments</b>		
	The panel will check the minutes, financial regulations, the annual return and compliance with the transparency code.		
	<b>Budget</b> (current, next year's or both)		
	Budget documents should show columns comparing the year in question with the two previous years; information on income and expenditure (or receipts and		

	payments) and show how the precept was calculated. It must also contain a training budget.		
<b>6 Calendar of Meetings</b>	<b>Calendar</b>		
	This can be in any format, and must include the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar must also show that the council has at least six full council meetings a year.		

<b>7 &amp; 8 Minutes and Agendas</b>	<b>Minutes</b>		
	<b>Agendas</b>		
	<p>Similarly the minutes for full council meetings over the last twelve months include the Annual Meeting of the Council.</p> <p>The council must also post up the minutes of its Finance Committee (if relevant), and, if necessary, a Schedule of Payments, to demonstrate transparency. It does not have to post up other committee minutes.</p> <p>The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision making and that all meetings allow the public to make representations to the council.</p>		
<b>12 Action Plan</b>	<b>Action plan</b>		
	<p>As a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.</p>		
<b>13 Consultation</b>	<b>Consultation</b>		
	<b>Activity</b>		
	<p>At least one piece of evidence that the Council consults its community and actively serves it in response. Publicity may include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. Similarly any form of consultation is suitable including surveys, online polls, focus groups or public meetings.</p>		
<b>15 Planning</b>	<b>Planning system</b>		
	<p>Council documents are required to show evidence that the council participates, for example, commenting on planning applications or working on a neighbourhood plan.</p>		
<b>18, Contracts</b>	<b>Contracts</b>		
	<p>Can be based on a model but tailored to the specific council. They are not published.</p>		
<b>19, 20 &amp; 21 Insurance and Employment Policy</b>	<b>Insurance Policies</b>		
	<p>The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money.</p>		
	<b>Disciplinary/grievance procedures</b>		
	<p>Can be based on available models</p>		



<b>22, 23</b> <b>Training</b>	<b>Training policy</b>		
	<b>A Training Record</b>		
	<p>A training policy for new staff and councillors can be a short statement of intent while a training record is a list giving the dates, titles and providers of all events, courses or activities undertaken by specified individuals in the last twelve months; these might include, for example, updating or briefing online courses, CPD courses and studying for qualifications. Councillors should note that, as they are all responsible for the financial management of the council, they have a duty to undertake training on this subject.</p>		
	<b>The Clerk's Continuing Professional Development</b>		
<p>The Clerk's training record should include evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to the system published by the Improvement and Development Board.</p>			