

Criteria requirements for Local Council Award Scheme - Appendix C



KEY - ✓ complete X Incomplete

The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Its Standing Orders and Financial Regulations	✓	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Standing-Orders-2016-17.pdf http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Financial-Regulations-2016-17.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
2 Its Code of Conduct and a link to councillors' registers of interests	✓	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Code-of-Conduct-June-2014.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/) http://www.felixstowe.gov.uk/councillors/
3 Its publication scheme	✓	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Publication-Scheme-and-Schedule-2016-17.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
4 Its last annual return	✓	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Annual-return-2015-16.pdf http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/External-Audit-Report-2015-16.pdf (parent page: http://www.felixstowe.gov.uk/about-felixstowe-tc/financial-information/)
5 Transparent information about council payments	✓	http://www.felixstowe.gov.uk/about-felixstowe-tc/financial-information/
6 A calendar of all meetings including the annual meeting of electors	✓	http://www.felixstowe.gov.uk/wp-content/uploads/2015/04/Meeting-Schedule-to-May-2017.pdf (parent page: http://www.felixstowe.gov.uk/about-felixstowe-tc/council-meetings/)
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	✓	http://www.felixstowe.gov.uk/about-felixstowe-tc/council-meetings/
8 Current agendas	✓	Under each Committee link under http://www.felixstowe.gov.uk/about-felixstowe-tc/council-meetings/

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9 The budget and precept information for the current or next financial year	√	http://www.felixstowe.gov.uk/about-felixstowe-tc/financial-information/
10 Its complaints procedure	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Complaints-Procedure-May-2014.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
11 Council contact details and councillor information in line with the Transparency Code	√	http://www.felixstowe.gov.uk/contact-us/ Under each Councillor link from page http://www.felixstowe.gov.uk/councillors/
12 Its Action Plan for the current year	√	http://www.felixstowe.gov.uk/wp-content/uploads/2016/05/Ordinary-Council-14-September-2016-Appendix-B.pdf (parent page: http://www.felixstowe.gov.uk/meeting/3175/)
13 Evidence of consulting the community	√	http://www.felixstowe.gov.uk/council-services/consultations/ http://www.felixstowe.gov.uk/category/consultations/ (consultation archive) http://www.felixstowe.gov.uk/consultation-former-donkey-trail-site-options/ http://www.felixstowe.gov.uk/partner/felixstowe-forward/ Public Question time http://www.felixstowe.gov.uk/wp-content/uploads/2015/04/Ordinary-Council-10-June-2015-Minutes.pdf http://www.felixstowe.gov.uk/wp-content/uploads/2016/05/Ordinary-Council-8-June-2016-Minutes.pdf http://www.felixstowe.gov.uk/wp-content/uploads/2016/05/Planning-Environment-18-May-2016-Minutes.pdf
14 Publicity advertising council activities	√	http://www.felixstowe.gov.uk/about-felixstowe-tc/local-news/ Twitter: https://twitter.com/intent/user?screen_name=FelixstoweTC&original_referer=http://www.felixstowe.gov.uk/ Facebook: https://www.facebook.com/FelixstoweTownCouncil Newsletter: http://www.felixstowe.gov.uk/category/all/newsletters/
15 Evidence of participating in town and country planning	√	http://www.felixstowe.gov.uk/about-felixstowe-tc/council-meetings/?cttee=planning-environment-committee

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The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Risk-Management-Policy-2016-17.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
17 A register of assets	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Asset-Register-year-ending-31-March-2016.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
18 Contracts for all members of staff	√	Not for publication. Held electronically
19 Disciplinary and grievance procedures	√	Not for publication. Held electronically
20 A policy for training new staff and councillors	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Training-Strategy-2016-17.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
21 A record of all training undertaken by staff and councillors in the last year	√	Not for publication. Held electronically
22 A clerk who has achieved 12 CPD points in the last year	√	Not for publication. Held electronically. In accordance with http://www.slcc.co.uk/UserFiles/File/CPD/CPD%20point%20scheme%20FINAL%20Dec%2014.pdf

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QUALITY CRITERIA (PLUS ALL THE ABOVE)

The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting	√	Under each Committee link under http://www.felixstowe.gov.uk/about-felixstowe-tc/council-meetings/
2 A Health and Safety policy	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Health-Safety-Policy.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
3 Its policy on equality	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Equal-Opportunities-Policy.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
4 Councillor profiles	√	http://www.felixstowe.gov.uk/councillors/ and click on each Councillor
5 A community engagement policy involving two-way communication between council and community	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Community-Engagement-Strategy-2016-17.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
6 A grant awarding policy	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Occasional-Grants-Policy-2016-17.pdf (parent page: http://www.felixstowe.gov.uk/council-services/grants/)
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	√	http://www.felixstowe.gov.uk/about-felixstowe-tc/council-meetings/?cttee=annual-town-meeting Notice of Annual Town Meeting: http://www.felixstowe.gov.uk/wp-content/uploads/2015/06/Annual-Town-Meeting-11-May-2016-Notice.pdf Annual Town Meeting Minutes: http://www.felixstowe.gov.uk/wp-content/uploads/2015/06/Annual-Town-Meeting-11-May-2016-Minutes.pdf
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Community-Engagement-Strategy-2016-17.pdf http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Felixstowe-TC-Business-Plan-2016-20.pdf Civic & Community Committee meets to consider civic functions, community engagement, partnership working and grants: http://www.felixstowe.gov.uk/about-felixstowe-tc/council-meetings/?cttee=civic-community-committee Financial information: http://www.felixstowe.gov.uk/about-felixstowe-tc/financial-information/ Earmarked reserve "Community Fund 900/9075" for the purposes of specific community projects brought to Council for consideration.

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9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	√	http://www.felixstowe.gov.uk/wp-content/uploads/2016/05/FTC-Annual-Report-2015-16.pdf http://www.felixstowe.gov.uk/wp-content/uploads/2015/06/Annual-Town-Meeting-11-May-2016-Minutes.pdf http://www.felixstowe.gov.uk/category/all/newsletters/ https://twitter.com/felixstowetc https://www.facebook.com/FelixstoweTownCouncil/ http://www.felixstowe.gov.uk/council-services/civic-awards/ http://www.felixstowe.gov.uk/partners/ http://www.felixstowe.gov.uk/councillors/
10 Evidence of helping the community plan for its future	√	http://www.felixstowe.gov.uk/partner/felixstowe-forward/ http://www.felixstowe.gov.uk/council-services/grants/

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Terms-of-Reference-2016-17.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/)
12 up-to-date insurance policies that mitigate risks to public money	√	Up to date policy documents held electronically. Not published.
13 addressed complaints received in the last year	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Complaints-Procedure-2016-17.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/) No formal complaints in last year – all other enquiries addressed as received.
14 at least two-thirds of its councillors who stood for election	√	http://www.felixstowe.gov.uk/councillors/ http://www.eastsuffolk.gov.uk/assets/Elections/Election-notice-SCDC/2015/Parish-election-7-May-2015/Result-of-Parish-Ward-election.pdf
15 a printed annual report that is distributed at locations across the community	√	http://www.felixstowe.gov.uk/wp-content/uploads/2016/05/FTC-Annual-Report-2015-16.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/) Copies made available via the Town Hall, Library and Walton Community Hall.
16 a qualified clerk	√	http://www.felixstowe.gov.uk/staff/

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17 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions	√	Clerk appointed as per NALC model contract.
18 a formal appraisal process for all staff	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/06/Personnel-13-April-2016-Agenda.pdf http://www.felixstowe.gov.uk/wp-content/uploads/2015/06/Personnel-13-April-2016-Minutes.pdf http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Standing-Orders-2016-17.pdf - 19b http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Training-Strategy-2016-17.pdf - 4.4
19 a training policy and record for all staff and councillors	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Training-Strategy-2016-17.pdf Training records not published but retained electronically.



QUALITY GOLD CRITERIA (PLUS ALL THE ABOVE)

The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	√	http://www.felixstowe.gov.uk/wp-content/uploads/2015/03/Felixstowe-TC-Business-Plan-2016-20.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/) http://www.felixstowe.gov.uk/about-felixstowe-tc/financial-information/
2 An annual report, online material and at least four news bulletins a year with evidence of	√	http://www.felixstowe.gov.uk/wp-content/uploads/2016/05/FTC-Annual-Report-2015-16.pdf (parent page: http://www.felixstowe.gov.uk/council-documents/) http://www.felixstowe.gov.uk/category/all/newsletters/

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a	engaging with diverse groups in the community using a variety of methods	√	http://www.felixstowe.gov.uk/about-felixstowe-tc/youth-forum/ http://www.felixstowe.gov.uk/council-services/civic-awards/ http://www.felixstowe.gov.uk/events-attractions/remembrance/ http://www.felixstowe.gov.uk/partners/
b	community engagement leading to positive outcomes for the community	√	http://www.felixstowe.gov.uk/council-services/community-safety/ http://www.felixstowe.gov.uk/council-services/grants/
c	a broad range of council activities including innovative projects	√	http://www.felixstowe.gov.uk/partner/landguard-partnership/
d	co-operating constructively with other organisations	√	http://www.felixstowe.gov.uk/partners/ http://www.felixstowe.gov.uk/partner/felixstowe-forward/

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

Criteria	Do you meet these criteria?	Have you provided these to the accreditation panel?
1 Ensures that the council delivers value for money	<i>To approve</i>	<i>Pending approval by Council.</i>
2 Meets its duties in relation to bio-diversity and crime & disorder	<i>To approve</i>	<i>Pending approval by Council.</i>
3 Provides leadership in planning for the future of the community	<i>To approve</i>	<i>Pending approval by Council.</i>
4 Manages the performance of the council as a corporate body	<i>To approve</i>	<i>Pending approval by Council.</i>
5 Manages the performance of each individual staff member to achieve its business plan	<i>To approve</i>	<i>Pending approval by Council.</i>