

COUNCIL NAME	The Ivers Parish Council
DATE OF APPLICATION	17.12.24
AWARD LEVEL	Silver

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	https://www.ive-rsparishcouncil.gov.uk/policies/	Core Documents
2. Financial Regulations	https://www.ive-rsparishcouncil.gov.uk/policies/	Core Documents
3. Code of Conduct and a link to councillors' registers of interests	ROI - https://www.ive-rsparishcouncil.gov.uk/councillors/	
4. Accessibility statement	https://www.ive-rsparishcouncil.gov.uk/accessibility/	
5. Publication scheme	https://www.ive-rsparishcouncil.gov.uk/freedom-of-information/	Under FOI refusal
6. Complaints procedure	https://www.ive-rsparishcouncil.gov.uk/policies/	Council policies
7. Privacy notice	https://www.ive-rsparishcouncil.gov.uk/privacy-policy/	
8. Last annual return	https://www.ive-rsparishcouncil.gov.uk/finance-reports/	

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9. Transparent information about council payments	https://www.ive-rsparishcouncil.gov.uk/finance-reports/	Schedule of payments
10. Calendar of all meetings including the next annual meeting of electors	https://www.ive-rsparishcouncil.gov.uk/meetings/	
11. Minutes for at least <u>one year</u> of full council meetings and (if relevant) all committee/sub-committee meetings	https://www.ive-rsparishcouncil.gov.uk/meeting-archive-2023-2024/	
12. Current agendas	https://www.ive-rsparishcouncil.gov.uk/full-council-24-25/	
13. The Budget and Precept information for the current or next financial year	https://www.ive-rsparishcouncil.gov.uk/full-council-23-24/	Min: 322/23 18 December 2023
14. Biodiversity policy	On Full Council – Dec 2024	
15. Council contact details and councillor information in line with the Transparency Code	https://www.ive-rsparishcouncil.gov.uk/councillors/	
16. Action plan for the current year	On Full Council – Dec 2024	
17. Evidence of consulting the community	https://www.ive-rsparishcouncil.gov.uk/projects/ https://www.ive-rsparishcouncil.gov.uk/category/news/	
18. Publicity advertising council activities	https://www.ive-rsparishcouncil.gov.uk/projects/ https://www.ive-rsparishcouncil.gov.uk/category/news/	
19. Evidence of participating in town and country planning	https://www.ive-rsparishcouncil.gov.uk/planning-committee-24-25/	

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20. Evidence of publicising elections and vacancies on the council	https://www.ive-rsparishcouncil.gov.uk/recruitment/	
21. Risk management policy	https://www.ive-rsparishcouncil.gov.uk/policies/	Council Policies
22. Register of assets	https://www.ive-rsparishcouncil.gov.uk/finance-reports/	
23. Up-to-date insurance policies that mitigate risks to public money	https://www.ive-rsparishcouncil.gov.uk/finance-reports/	
24. Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area	https://www.ive-rsparishcouncil.gov.uk/full-council-24-25/	TVP invitation on agendas
25. Disciplinary and Grievance procedures	Attached as an appendix to this submission	Employee Handbook
26. A policy for training and development of staff and councillors	https://www.ive-rsparishcouncil.gov.uk/policies/	Employment & Staffing Policies
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	https://www.ive-rsparishcouncil.gov.uk/full-council-23-24/	Policy adoption, Min: 073/23 19 June 2023 Dignity and Work policy No Civility & Respect

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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	https://www.iversparishcouncil.gov.uk/policies/	Council policies
2. Policy on Equality	https://www.iversparishcouncil.gov.uk/policies/	Employment & Staffing
3. Co-option policy	https://www.iversparishcouncil.gov.uk/policies/	Council policies
4. Community engagement policy involving two-way communication between council and community	https://www.iversparishcouncil.gov.uk/policies/	Council policies
5. Councillor profiles	https://www.iversparishcouncil.gov.uk/councillors/	
6. Grant awarding policy	https://www.iversparishcouncil.gov.uk/policies/	
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting	https://www.iversparishcouncil.gov.uk/annual-parish-meetings/	
8. Action plan and related Budget responding to community engagement and setting out a timetable for action and review	On Full Council – Dec 2024 agenda	

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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	https://www.iversparishcouncil.gov.uk/category/news/	
10. Evidence of helping the community plan for its future	https://www.iversparishcouncil.gov.uk/9786-2/	
11. Evidence of encouraging public engagement in local democracy	https://www.iversparishcouncil.gov.uk/democracy-in-action/	
12. Scheme of Delegation (where relevant)	https://www.iversparishcouncil.gov.uk/policies/	
13. At least two-thirds of its councillors who stood for election, <u>or</u> significant evidence of the council advertising vacancies	https://www.iversparishcouncil.gov.uk/recruitment/	
14. Evidence of customer service with examples of managing/handling correspondence with the public		Thank you cards/emails
15. A current qualified clerk	✓	Copy of CilCA qualification attached & PDS certificate
16. A formal appraisal process for all staff	✓	Attach appraisal form