

Foundation Level Award Criteria – Achievement Action Plan

Area of Council Business	Requirements	Must be published on line Y/N	In Place	On Line	Further Action Proposed	Responsibility	Target Date
Governance	Standing Orders and Financial Regs	Yes	Yes – approved April 19	No	Draft docs approved subject to agreed amendments at May meeting to be incorporated into final approved version.	Project Officer	May 19
					Final version posted on website Annual Review to be undertaken at Annual Council Meeting	Parish Clerk	May 19 Each May
	Code of Conduct and a link to Councillors register of interests	Yes	Yes	Yes	Parish Councillors to annually review their registered interests and advise DCC, via the Clerk, of any amendments required	All Councillors/Parish Clerk	June Each year
	Publication scheme	Yes	No	No	Publication scheme to be developed	TBC	Sept 19
	Last Annual Return made publically available <i>Unqualified External Audit Opinion expected</i>	Yes	Yes	Yes			
	Transparent Information about council payments	Yes	Yes	Yes			
	A calendar of all meeting dates, including date of annual meeting of electors	Yes	Yes	Yes	To be agreed annually at Annual Council Meeting	Parish Clerk	Every May
	Minutes for at least one year of full council meetings	Yes	Yes	Yes			

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	Current Agendas	Yes	Yes	Yes			
	The budget and precept information for the current or next financial year	Yes	Yes	Yes			
	Complaints Procedure	Yes	No	No	Complaints procedure to be developed	Project Officer	Sept 19
	Risk Management Scheme	No	Yes				
	Register of Assets	No	Yes				
	Contracts for all members of staff	No	No – Current staff appointed with terms and conditions that reflect NALC model contract/NJC pay scales but no formal contract signed reflecting these.		Formal Contracts to prepared and for current employees and signed, retrospectively, reflecting terms of appointment.	Chair in consultation with Clerk/Project Officer.	June 19
Community	Council contact details and Councillor information in line with the Transparency Code	Yes	Yes	Yes			
	The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year.	Yes	No		To be developed following the annual parish meeting	Chair	June each year

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	Evidence of consulting the community	Yes	Yes Example – Parish Plan, Jubilee Hall Community Consultation, Annual Report	Yes			
	Publicity advertising council activities	Yes	Yes Updates in Village News	Yes Info on website			
	Evidence of participating in town and country planning	Yes	Yes Minutes	Yes Council responses published on website and DCC's planning portal			
Development	Disciplinary and grievance procedures	No	No	No	Procedures to be developed	Project Officer	Sept 19
	Policy for training new staff and Councillors (Councillors should note that they should undertake training on financial management for which they are all responsible)	No	No	No	Learning & Development Policy to be developed. Staff appraisal system to be developed	Project Officer Project Officer	May 19 Sept 19

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	Record of all training undertaken by staff and Councillors in the last year	No	No	No	<p>Chronological log to be kept of all training undertaken by staff and Councillors. This should capture dates, titles and providers of development activities undertaken by named individuals</p> <p>*Practicalities of compiling this retrospectively for past 12 months to be considered</p>	Parish Clerk	On- going
	<p>Clerk achieves 12 CPD points in the last year</p> <p>CPD points are allocated according to a system published by the IDB.</p>	No	*???	No	<p>Training log for Clerk captures CPD points earned under IDB system.</p> <p>Summary of training undertaken reported to council annually.</p> <p>*Practicalities of compiling this retrospectively for past 12 months to be considered.</p>	Parish Clerk	On-going