

Council Name: Melbourn Parish Council

Date of application: June 2023

Award level applied for: Foundation

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – 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/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution: https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/11/Parish-Council-Minutes-24-October-2022-PDF-Minutes.pdf
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/12/Document-2.0-Melbourn-Parish-Council-Standing-Orders-V9-Nov2022-1.pdf
2 Its financial regulations	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2023/05/Document-4.17-Melbourn-Parish-Council-Financial-Regulations-April-2023.pdf
3 Its Code of Conduct and a link to councillors' registers of interests	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2021/05/Document-1.0-Melbourn-Parish-Council-Members-Code-of-Conduct-May-2021.pdf https://melbournparishcouncil.gov.uk/parish-councillors/register-of-interest/
4 Its publication scheme	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/06/Document-4.07-Melbourn-Parish-Council-Model-Publication-Scheme-June2022.pdf
5 Its last annual return	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/08/Audited-AGAR-2022.pdf
6 Transparent information about council payments	Y	https://melbournparishcouncil.gov.uk/parish-office/local-

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		government-transparency/ https://melbournparishcouncil.gov.uk/wp-content/uploads/2023/05/Parish-Meeting-Calendar-2023-June-Aug.pdf
7	A calendar of all meetings including the annual meeting of electors	Y
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Y
9	Current agendas	Y
10	The budget and precept information for the current or next financial year	Y
11	Its complaints procedure	Y
		https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/03/Document-1.01-Melbourn-Parish-Council-Complaints-Councillors-Feb-2022.pdf https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/03/Document-1.02-Melbourn-Parish-Council-Complaints-staff-admin-and-procedures-Feb-2022.pdf
12	Its accessibility statement	Y
13	Its privacy notice	Y
14	Council contact details and councillor information in line with the Transparency Code	Y
15	Its action plan for the current year	Y
		https://melbournparishcouncil.gov.uk/wp-content/uploads/2022/07/Document-4.24-Melbourn-Parish-Council-Strategic-Plan-v2-July2022.pdf
16	Evidence of consulting the community	Y
		https://melbournparishcouncil.gov.uk/consultations/skate-park-online-survey/ https://melbournparishcouncil.gov.uk/consultations/public-consultation-the-moor-play-park-refurbishment-project/
17	Publicity advertising council activities	Y
		https://melbournparishcouncil.gov.uk/news/

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18 Evidence of participating in town and country planning	Y	https://melbournparishcouncil.gov.uk/meetings-and-agenda/full-council-minutes-2022-2023/planning-committee-2022-2023/
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The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2015/11/Document-4.19-Melbourn-Parish-Council-Risk-management-policy-Ver2.pdf
20 A register of assets	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2023/05/PC212-22b-Asset-Register-yr-to-31Mar2023.pdf
21 Contracts for all members of staff	Y	Confidential – copies attached.
22 up-to-date insurance policies that mitigate risks to public money	Y	Insurance policy with Aviva (arranged by BHIB). Copy of the policy attached.
23 Disciplinary and grievance procedures	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2015/11/Document-5.05-Melbourn-Parish-Council-Disciplinary-Policy-and-Procedure-v3-Jan-2017.pdf https://melbournparishcouncil.gov.uk/wp-content/uploads/2020/06/Document-5.04-Melbourn-Parish-Council-Policy-and-Procedure-Grievance-V5-March-2019.pdf
24 A policy for training and training and development of and councillors	Y	https://melbournparishcouncil.gov.uk/wp-content/uploads/2020/06/Document-5.09-Melbourn-Parish-Council-Training-and-Development-April-2019-Ver-2.pdf
25 A record of all training undertaken by staff and councillors in the last year	Y	Sophie Marriage, Parish Clerk <ul style="list-style-type: none"> • CILCA – obtained 26/01/2023 • Finance summit – 7 September 2022 • Water Compliance and Legionella Control Training – 8 September 2022 • CAPALC annual conference – 9 September 2022

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		<p>Shelley Coulman, Financial Officer</p> <ul style="list-style-type: none">• AGAR training, 18 March 2023 <p>Steph Trayhurn, Timebank Coordinator</p> <ul style="list-style-type: none">• First Aid at Work – 12 and 19 October 2022 <p>Councillors:</p> <ul style="list-style-type: none">• Cllr Alexander – Councillor Training 28 January 2023• Cllr Campbell – Council Training 28 January 2023
26 A clerk who has achieved 12 CPD points in the last year	Y	Sophie Marriage obtained 20 CPD points on 26/01/2023 on completion of CiLCA.