

Council Name: Torpoint Town Council

Date of application: July 2023

Award level applied for: Gold

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 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:
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders		https://www.torpointtowncouncil.gov.uk/data/uploads/3078_1144956375.pdf
2 Its financial regulations		https://www.torpointtowncouncil.gov.uk/data/uploads/2810_51575063.pdf
3 Its Code of Conduct and a link to councillors' registers of interests		https://www.torpointtowncouncil.gov.uk/data/uploads/3069_1703243277.pdf https://www.torpointtowncouncil.gov.uk/members.php
4 Its publication scheme		TO DO
5 Its last annual return		https://www.torpointtowncouncil.gov.uk/data/uploads/3055_378005812.pdf
6 Transparent information about council payments		https://www.torpointtowncouncil.gov.uk/data/uploads/2991_1700533514.pdf
7 A calendar of all meetings including the annual meeting of electors		https://www.torpointtowncouncil.gov.uk/data/uploads/2839_873792995.pdf

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8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		https://www.torpointtowncouncil.gov.uk/meetings.php#4
9 Current agendas		https://www.torpointtowncouncil.gov.uk/meetings.php#4
10 The budget and precept information for the current or next financial year		https://www.torpointtowncouncil.gov.uk/data/uploads/2725_1496435592.pdf https://www.torpointtowncouncil.gov.uk/data/uploads/2724_2097110340.pdf https://www.torpointtowncouncil.gov.uk/data/uploads/2760_128647940.pdf
11 Its complaints procedure		https://www.torpointtowncouncil.gov.uk/data/uploads/2230_1345268227.pdf
12 Its accessibility statement		https://www.torpointtowncouncil.gov.uk/accessibility-statement.php
13 Its privacy notice		https://www.torpointtowncouncil.gov.uk/data/uploads/3123_1683849116.pdf
14 Council contact details and councillor information in line with the Transparency Code		https://www.torpointtowncouncil.gov.uk/members.php
15 Its action plan for the current year		https://www.torpointtowncouncil.gov.uk/data/uploads/2835_737265937.pdf
16 Evidence of consulting the community		http://www.torpointplan.org.uk/ https://www.torpointtowncouncil.gov.uk/meetings.php#4 (See Town Team Project Board) https://www.facebook.com/

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		search/top?q=torpoint%20library%20and%20community%20hub https://www.facebook.com/photo.php?fbid=590043753306455&set=pb.100069025065951.-2207520000.&type=3
17 Publicity advertising council activities	✓	https://www.facebook.com/torpointtowncouncil.gov.uk/ https://www.torpointtowncouncil.gov.uk/index.php https://www.torpointtowncouncil.gov.uk/newsletters.php
18 Evidence of participating in town and country planning	✓	https://www.torpointtowncouncil.gov.uk/meetings.php#4

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	✓	https://www.torpointtowncouncil.gov.uk/data/uploads/2958_174839721.pdf
20 A register of assets	✓	https://www.torpointtowncouncil.gov.uk/data/uploads/3124_1635648078.pdf
21 Contracts for all members of staff	✓	In place contact Clerk & RFO directly for evidence.

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22 up-to-date insurance policies that mitigate risks to public money		https://www.torpointtowncouncil.gov.uk/data/uploads/2924_520002374.pdf Minute 216-22 https://www.torpointtowncouncil.gov.uk/data/uploads/2879_166184809.pdf 120-22F&O (e)
23 Disciplinary and grievance procedures		https://www.torpointtowncouncil.gov.uk/data/uploads/2825_146152132.pdf https://www.torpointtowncouncil.gov.uk/data/uploads/2824_748832321.pdf
24 A policy for training and training and development of and councillors		https://www.torpointtowncouncil.gov.uk/data/uploads/3086_1211382646.pdf
25 A record of all training undertaken by staff and councillors in the last year		In place contact Clerk & RFO directly for evidence.
26 A clerk who has achieved 12 CPD points in the last year		Clerk is a Fellow Member of the SLCC and therefore achieves 24 CPD points in the last year. Contact Clerk & RFO directly for evidence log.

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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		https://www.torpointtowncouncil.gov.uk/meetings.php#4
2 A Health and Safety policy		https://www.torpointtowncouncil.gov.uk/data/uploads/3079_679893886.pdf
3 Its policy on equality		https://www.torpointtowncouncil.gov.uk/data/uploads/2816_1291543253.pdf
4 Councillor profiles		https://www.torpointtowncouncil.gov.uk/members.php
5 A community engagement policy involving two-way communication between council and community		https://www.torpointtowncouncil.gov.uk/data/uploads/2960_504114574.pdf

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6	A grant awarding policy		https://www.torpointtowncouncil.gov.uk/data/uploads/2836_1060792195.pdf
7	Evidence showing how electors contribute to the Annual Parish or Town Meeting		https://www.torpointtowncouncil.gov.uk/data/uploads/2983_228375549.pdf
8	An action plan and related budget responding to community engagement and setting out a timetable for action and review		https://www.torpointtowncouncil.gov.uk/data/uploads/2835_737265937.pdf https://www.torpointtowncouncil.gov.uk/data/uploads/2725_1496435592.pdf
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.torpointtowncouncil.gov.uk/index.php https://www.torpointtowncouncil.gov.uk/newsletters.php https://www.facebook.com/torpointtowncouncil.gov.uk/ https://www.facebook.com/torpointlibrary https://www.torpointtowncouncil.gov.uk/data/uploads/3064_31097894.pdf https://www.torpointtowncouncil.gov.uk/partnership.php https://www.torpointtowncouncil.gov.uk/eventslist.php
10	Evidence of helping the community plan for its future		http://www.torpointplan.org.uk/torpointplanvision.php https://www.torpointtowncouncil.gov.uk/data/uploads/2835_737265937.pdf http://www.torpointplan.org.uk/index.php https://www.torpointtowncouncil.gov.uk/meetings.php#4 (See Town Team Project Board)

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		https://www.torpointtowncouncil.gov.uk/meetings.php#6
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Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)		https://www.torpointtowncouncil.gov.uk/data/uploads/3068_1149976644.pdf
12 at least two-thirds of its councillors who stood for election		See Councillors Register of Interests https://www.torpointtowncouncil.gov.uk/members.php 16 Councillors, 14 Elected and 2 Co-opted.
16 an annual report that is actively shared with the community		https://www.torpointtowncouncil.gov.uk/data/uploads/3064_31097894.pdf https://www.facebook.com/photo/?fbid=509461461364685&set=a.260483309595836
17 Evidence of a customer service in how the council handles correspondence with the public		See all Council and Committee Agendas (correspondence) https://www.torpointtowncouncil.gov.uk/meetings.php
18 a qualified clerk		Clerk has Level 4 Community Governance, awarded January 2017 (Merit) (Contact Town Clerk & RFO for evidence)
19 a formal appraisal process for all staff		In place: https://www.torpointtowncouncil.gov.uk/data/uploads/2824_748832321.pdf
20 a training policy and record for all staff and councillors		https://www.torpointtowncouncil.gov.uk/data/uploads/3086_12_11382646.pdf Contact Town Clerk & RFO for training log.

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Criteria	Do you meet these criteria?	Where are these published online?
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its		https://www.torpointtowncouncil.gov.uk/data/uploads/2835_737265937.pdf https://www.torpointtowncouncil.gov.uk/data/uploads/2725_1496435592.pdf http://www.torpointplan.org.uk/torpointplanvision.php

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community		
An annual report, online material, news bulletins and other council communications with evidence of		<p>https://www.torpointtowncouncil.gov.uk/data/uploads/3064_31097894.pdf</p> <p>https://www.torpointtowncouncil.gov.uk/newsletters.php</p> <p>https://www.torpointtowncouncil.gov.uk/index.php</p> <p>https://www.facebook.com/torpointtowncouncil.gov.uk/</p> <p>https://www.facebook.com/torpointlibrary</p> <p>These apply to a b c and d.</p>
engaging with diverse groups in the community using a variety of methods		<p>Annual Civic Service and Parade https://www.facebook.com/torpointtowncouncil.gov.uk/posts/pfbid0vHc8bg6tK2eoyCFDaYceKrreSK8PKmdVZax1pVP1D7jMvdT3M8CQCh3zSr8YJoTKI</p> <p>Fly the Flag for Commonwealth Day https://www.facebook.com/torpointtowncouncil.gov.uk/posts/pfbid02ExKHAABe1QDjFggUJZAHeGCtF3WdSVqgSfqHsYTHD2kDY1vUt2phwoZ1GCoFjXQXI</p> <p>Freedom of Torpoint Parade (bi-annual) with HMS Raleigh https://www.facebook.com/torpointtowncouncil.gov.uk/photos/a.1274031816085801/2136528536502787/</p> <p>Remembrance Service in partnership with RBL https://www.facebook.com/torpointtowncouncil.gov.uk/posts/pfbid02My86frw2LrNjzh1XuYK9cSy2bsQfDcDCCJ7G8CFtM1UyuHVGG7waFmzeihj77sdl</p> <p>Torpoint Nursery and Infant School Remembrance Service https://www.facebook.com/photo?fbid=595784979011625&set=a.531278632128927</p> <p>Town Team Project Board (See meeting minutes)</p> <p>Torpoint Diverse Advisory Panel https://www.torpointtowncouncil.gov.uk/data/uploads/2799_700479406.pdf</p> <p>Torpoint Town Partnership https://www.torpointtowncouncil.gov.uk/partnership.php</p>

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community engagement influencing council activity and priorities		<p>https://www.torpointtowncouncil.gov.uk/data/uploads/2974_779009607.pdf</p> <p>Delegates to outside bodies are appointed at the annual meeting (see agenda below).</p> <p>https://www.torpointtowncouncil.gov.uk/data/uploads/2973_1957131732.pdf</p>
A wide range of council activities, including innovative projects, that produce positive outcomes for the community		<p>Devolved Torpoint Library and Community Hub https://www.facebook.com/torpointlibrary</p> <p>Devolved 4 play parks and tennis courts</p> <p>Installation and unveiling of war memorial https://www.facebook.com/torpointtowncouncil.gov.uk/posts/pfbid038uxiCj99o4JYrgYcS4Z3m8VRhxKUQJz7tH93eUReVLGUQCE2N2V228e4ruKuogxl</p> <p>Purchase of 6 bus shelters and 4 town notice boards.</p> <p>Council Chambers building available for hire by the community including free of charge usage. Small business and charity users of the facility (licence agreements in place). https://www.torpointtowncouncil.gov.uk/data/uploads/2724_2097110340.pdf</p> <p>(June 2023 Newsletter) https://www.torpointtowncouncil.gov.uk/data/uploads/3125_1496190295.pdf</p>
co-operating constructively with other organisations		<p>https://www.torpointtowncouncil.gov.uk/data/uploads/2974_779009607.pdf</p> <p>Delegates to outside bodies are appointed at the annual meeting (see agenda below).</p> <p>https://www.torpointtowncouncil.gov.uk/data/uploads/2973_1957131732.pdf</p> <p>https://www.torpointtowncouncil.gov.uk/partnership.php</p>

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Criteria	Do you meet these criteria?	Have you provided these to the accreditation panel?
1 Ensures that the council delivers value for money		https://www.torpointtowncouncil.gov.uk/data/uploads/2725_1496435592.pdf https://www.facebook.com/photo?fbid=509461461364685&set=a.260483309595836 https://www.torpointtowncouncil.gov.uk/data/uploads/3055_378005812.pdf
2 Provides leadership in planning for the future of the community		http://www.torpointplan.org.uk/index.php http://www.torpointplan.org.uk/torpointplanvision.php Town Team Project Board (see council minutes) Torpoint Diverse Advisory Panel
3 Engages with the community on issues related to the environment and climate		https://www.torpointtowncouncil.gov.uk/climate-emergency-action-plan.pdf TEA (see council meeting minutes, Torpoint Environmental Action) Minute 17-23 (d) https://www.torpointtowncouncil.gov.uk/data/uploads/2972_879514250.pdf In October 2022 Torpoint achieved plastic free status.

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	change		
4	Manages the performance of the council as a corporate body		See internal and external auditor reports. Member of CALC Clerk Fellow member of SLCC Further information available.
5	Manages the performance of each individual staff member to achieve its business plan		Annual appraisal process, refer to clerk for mor information.