

Agenda 15 h)

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LOCAL COUNCIL AWARD SCHEME – INTRODUCING THE NEW CRITERIA



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LOCAL COUNCIL AWARD SCHEME – INTRODUCING THE NEW CRITERIA

House Rules

- The event will be recorded and made available to attendees
- Use the Q&A function to submit your questions to panellists – we will come to these at the end
- Use the chat function to talk to other attendees. We also request that when using this facility, attending delegates do so with civility and respect to talk about other attendees and speakers
- Attendees are muted automatically. Use the raise hand function to speak
- Closed captions are available to help improve the accessibility of our events
- If you are experiencing any technical difficulties please contact NALC Support



WHAT IS THE LOCAL COUNCIL AWARD SCHEME?

- The scheme is there to:
 - Recognise the achievements and work of local (parish and town) councils, and celebrate what we do well
 - It helps councils benchmark where they are and their activities against other councils across the country. It identifies what they are already doing well, as well as how they can develop further
 - It proves to funders and partners that a council is operating well
- Overseen by the Improvement & Development Board (IDB) which includes the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), Local Government Association (LGA) and the Ministry of Housing, Communities and Local Government (MHCLG)



WHAT IS THE LOCAL COUNCIL AWARD SCHEME?

- The scheme assesses councils against three themes:
 - good governance
 - community leadership
 - council development
- Three levels:
 - Bronze (meets minimum standards),
 - Silver (good practice)
 - Gold (best practice)
- Open to all local councils regardless of size. You don't need to start with bronze level, but everyone should be able to achieve this
- Each level builds on the last, and so if you achieve a lower level within 12 months you just submit additional criteria



2024 CRITERIA REVIEW

- Survey
- Feedback from stakeholders
- Feedback from Local Council Award Scheme triage coordinators and panel members
- Feedback from NALC committees
- Focus group of clerks and councillors

Thank you to everyone that took part

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CHANGES TO THE CRITERIA 2024 AWARD LEVELS



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CHANGES TO THE CRITERIA 2024 DEMOCRACY

Bronze - Evidence of publicising elections and vacancies on the council.

Silver – At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies

AND - Evidence of encouraging public in engagement in local democracy
AND - A co-option policy

Gold - Active promotion of elections, including that at least two-thirds of its councillors stood for election

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CHANGES TO THE CRITERIA 2024 CIVILITY AND RESPECT

Criteria mirror civility and respect pledge

<https://www.nalc.gov.uk/campaigns/civility-and-respect.html>

Bronze - Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy

Gold - Supports a culture of civility and respect in the council

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CHANGES TO THE CRITERIA 2024 OTHER CHANGES - BRONZE

- The guidance related to staff contracts and risk management has been amended to include that the risk management policy shows the council has considered all relevant risks to the council, including but not limited to health and safety.
- The council has a Biodiversity policy.
- Evidence of considering the impact of their functions and decisions on crime and disorder in their local area

Plus, a number of changes to help clarification, remove duplication, keep up to date with legislation

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CHANGES TO THE CRITERIA 2024 OTHER CHANGES - SILVER

Added to the opening guidance: The council is encouraged (but not obliged) to use a gov.uk domain for its website and email addresses for staff and councillors

Plus, a number of changes to help clarification, remove duplication, keep up to date with legislation

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CHANGES TO THE CRITERIA 2024 OTHER CHANGES - GOLD

- Amended criteria: Two statements on how the council 'manages the performance of the council as a corporate body' and 'manages the performance of each individual staff member to achieve its business plan' merged into: Manages the performance of staff and the council as a corporate body to achieve its business plan
- Amended guidance related to the statement on value for money

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HOW IT WORKS

- First step – council registers its interest via NALC website (£50 fee)
- Two items you need from NALC website:
 - LCAS guide – gives details of each of the criteria that are assessed at each level
 - Application form – this is how you show you meet the criteria
- The council passes a resolution to say it meets the criteria and wants to apply
- Submit the application to NALC/County Association, but also copy in your CALC
- A handful of county associations have their own panels, with the remainder going to a national panel. All assessed using same criteria
- National panel meets three times a year. Deadline for each round on the NALC website

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BRONZE



- Most of the criteria relate to legal requirements or standard practice.
- About checking for lawfulness
- Doesn't need huge amount of details and the application will largely involve supplying hyperlinks to policies and documents contained on your website

Top tips:

- Asks for an action plan, but this doesn't need to be complicated
- Check you have the relevant policies in place and that these are published on your website
- Clerk CPD points – these must be for the clerk but doesn't just include training. SLCC members can download their CPD

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SILVER



- Bronze level +
- Asks more about community engagement

Top tips:

- Think about what best showcases your work. It doesn't have to be the most recent activity
- Panels like to see how the engagement influences what you do
- Includes a more detailed action plan but you may already have this in another document

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GOLD



- Bronze and Silver levels +
- Calls for two key documents to be published online – annual business plan with budget, and an annual report
- Needs more narrative – five written statements on good governance, community leadership and council development
- This is designed to be a high bar for highest level

Top tips:

- Take time on the written statements as these are key. These can also be used to promote your work elsewhere
- Provide as much supporting evidence as possible to paint a clear picture of what you do and make it easy to award

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APPLICATION FORM

The council confirms by resolution at a full council meeting that it publishes online: Resolution passed on 8 October 2019 Minute Ref 218/19a

| Criteria | Do you meet these criteria? | Where are these published online? |
|--|-----------------------------|---|
| 1. Its standing orders and financial regulations | Yes | Files are called Standing Orders and Financial Regulations https://www.draycottparishcouncil.org/policies-plans/ |
| 2. Its Code of Conduct and a link to councillors' registers of interests | Yes | File called Code of Conduct https://www.draycottparishcouncil.org/policies-plans/ https://www.draycottparishcouncil.org/about/your-councillors/ For the link to Councillors' registers of interests |
| 3. Its publication scheme | Yes | File called Download 'Model Publication Scheme' https://www.draycottparishcouncil.org/freedom-of-information-act-2000/ |
| 4. Its last annual return | Yes | File called Draycott Parish Council Amended AGAR 27 June 2019 https://www.draycottparishcouncil.org/financial-ether-information/ |
| 5. Transparent information | Yes | https://www.draycottparishcouncil.org/financial-ether-information/ - File called Barriers and Payment Accounts |

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THE ASSESSMENT PROCESS

Once an application has been submitted there are 2 stages to the assessment process

TRIAGE (National Panel only)

Designed as a light touch 'checklist' stage that helps ensure you have provided and understood all the requested criteria on the application form.

PANEL

The full assessment stage where your application will undergo an in- depth review of the evidence provided against all criteria.

The whole process (application to result) takes around 3 months.



TRIAGE STAGE

Identifies any issues prior to the application being sent to the panel for full, detailed assessment.

- Applications sent to Triage team for review after deadline closes.
- Evidence not assessed but checked to ensure all required documents/information/hyperlinks for criteria have been provided.
- Triage co-ordinator contacts clerk with any feedback and advises of corrections where needed.
- You then have a further 2 weeks to revise application and resubmit.
- Make good use of the guidance from the feedback. It's provided to assist you in achieving the award and avoid delay at the panel stage.



PANEL STAGE

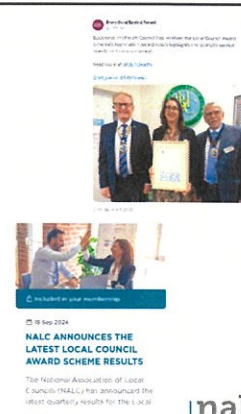
Full, detailed assessment of the application.

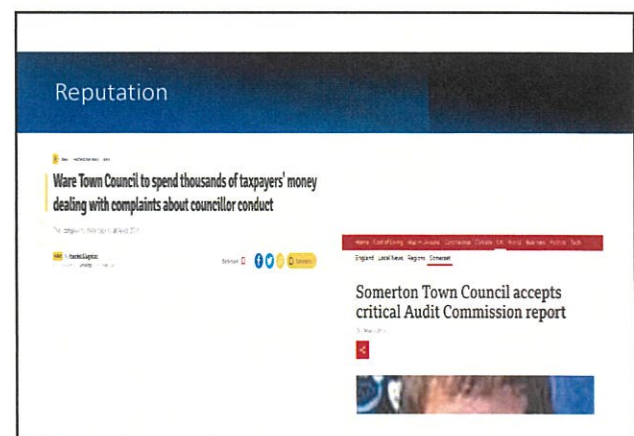
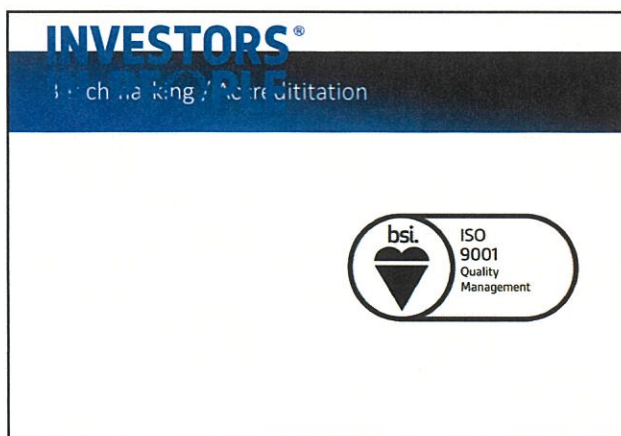
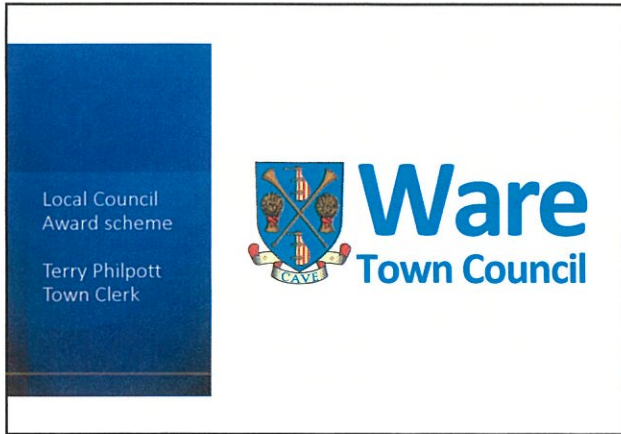
- National panel is a volunteer pool of experienced clerks/councillors. Each application is assessed by a group of 2-3 members.
- Applications sent to panel for assessment ahead of panel meeting.
- The panel meet (virtually) to discuss and agree results. You will receive a feedback report with their comments.
- If awarded you will be notified and sent a certificate or the panel may request further information/evidence before they award.
- Our aim is to work with you to bring you up to the required standard.

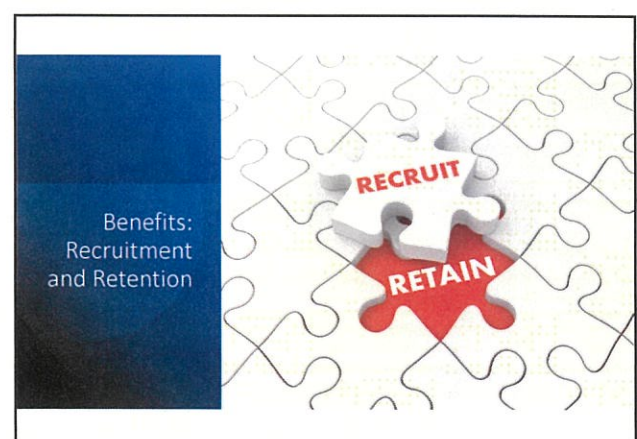
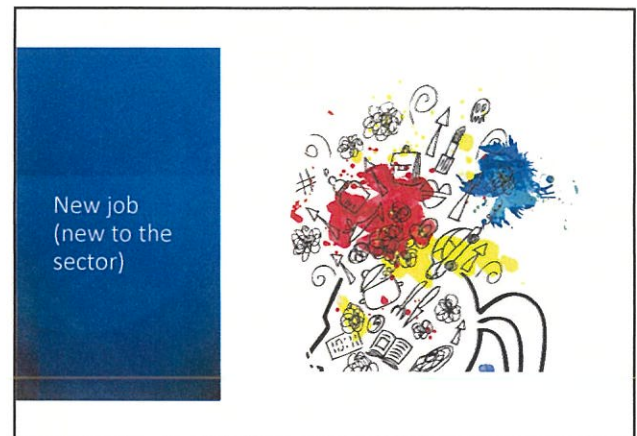
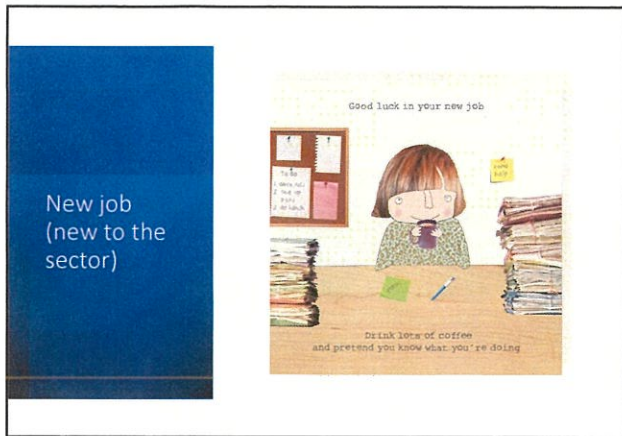


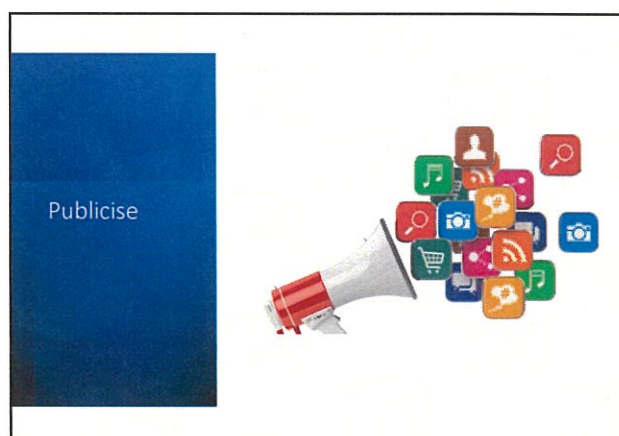
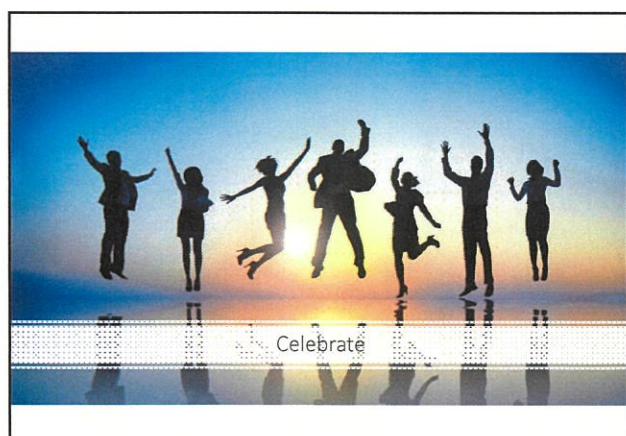
RESULTS

- Once awarded, you'll receive a digital certificate, access to scheme logos and resources to help you make the most of the result.
- Results will be announced quarterly in NALC bulletin/social media. List of accredited councils published on website.
- We welcome articles/blog posts for our bulletin about your experience.
- There is further accreditation fee payable (determined by level, council income and whether you're in NALC membership).
- Accreditation lasts for four years. Re-apply before it expires.









WHERE TO FIND OUT MORE



LOCAL COUNCIL AWARD SCHEME

- Go to <https://www.nalc.gov.uk/support/local-council-award-scheme.html> for more details
- Make sure you download the LCAS guide and application deadlines
- Get advice from your county association or councils who are already accredited
- Follow up email to this webinar with examples of a good Silver application, action plan and business plan
- Email Lisa Etchell: localcouncilawardscheme@nalc.gov.uk

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