



Council Name	Halstead Town Council
Contact Name for Award	Sarah Greateorex
Contact Details – Phone number	01787476480/07808547290
Contact Details – email address	townclerk@halsteadtowncouncil.org.uk
Contact Details – web site address	www.halsteadtowncouncil.org.uk
NALC – The Council has advised NALC of its application and the fee has been paid	11/02/19
EALC – The application fee to EALC will be invoiced on a successful application	Date fee paid

Instructions –

Please complete the form and return to the Essex County Accreditation Panel Co-ordinator, via email to amanda.brown@ealc.gov.uk.

Providing a web link (hyperlink) to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. There are also comment boxes below each numbered section to add further information if a hyperlink to a particular webpage does not prove to give enough evidence.

If you are applying for - **Quality Standard level**: 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/library/our-work/lcas/1855-local-council-award-scheme-guide-2016-pdf/file>

Check that you have completed the correct forms dependant on the level the Council is applying for.

Required Documentation for Quality Standard Level	Tick when completed	EALC Coordinator
Council resolution indicating required documents for Foundation level and Quality Standard level are on the Council web site	✓	
Council resolution to confirm documents required for Foundation level and Quality Standard level exist	✓	
Tick list check for information on website for Foundation and Quality Standard levels	✓	
Tick list check for information that is required and confirmed by resolution Foundation and Quality Standard level	✓	

The Quality Standard Award:

To achieve the **Quality Standard** a council demonstrates that it meets all requirements of the **Foundation Standard** and has additional documentation and information in place for good governance, effective community engagement and council improvement.

The criteria shown in blue have been chosen to demonstrate **good governance** in managing the business and finances of the council.

The criteria in green have been chosen to represent the council's role in the community. This includes community engagement, activities that serve the community, **community leadership** and promotion of the democratic process.

The criteria in red have been chosen to represent **council improvement** through the management and development of staff and councillors

Quality Standard Level	
Council Resolution for Quality Award _____Halstead Town Council Confirmed at a meeting of the full Council that the following documentation (items 1-15 for Foundation level and 24-33 for Quality level, each item should be listed in the minute reference) has been achieved and are on the Council's website. Minute reference: Min. 095 Resolution for Foundation level Minute reference : Min _____ for confirmation of resolution at Foundation level Minute reference: Min _____ for confirmation of resolution for Quality level	Date of Council Meeting: 15/10/18 Min.095 Resolution for Foundation level 16/09/19 Confirmation of resolution for Foundation level 16/09/19 confirmation of resolution for Quality level Councils website address: www.halsteadtowncouncil.org.uk

Criteria	Achieved	Hyperlink to the document
24. Draft minutes of all council and committee meetings within four weeks of the last meeting.	✓	http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/minutes
Additional Information: Draft minutes are always on the website within 10 days of the meeting, and approved at the following meeting.		
25. A health and safety policy.	✓	http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1141-health-and-safety-policy
Additional Information:		
26. Its policy on equality-employment & services	✓	http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1139-equality-and-diversity-policy
Additional Information:		
27. Councillor profiles.	✓	http://www.halsteadtowncouncil.org.uk/your-councillors
Additional Information:		
28. A community engagement policy facilitating two-way communication between the council and its community.	✓	http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1362-community-engagement-strategy
Additional Information: The Town survey which was carried out in 2016 was an attempt to ask residents about the key issues in the community. The results of this survey were published in early 2019, along with the key issues to be addressed, summarised in an Action Plan.		
29. A grant awarding policy.	✓	http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1361-grant-awarding-policy
Additional Information: The Council has over the past 18 months greatly improved the way it manages the S137 monies which it distributes to local charities. Proper process is in place to review and discuss the merits of all applications at one time. The number of applications for grants has increased, and the method of allocation is seen by local organisations to be fair and transparent.		

30. Evidence showing how electors contribute to the Annual Parish or Town Meeting.	✓	http://www.halsteadtowncouncil.org.uk/council-agendas-minutes-a-dates/agenda/1631-annual-town-meeting-agenda-15-april-2019 https://www.facebook.com/events/1428805610595794/
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Additional Information:

The Annual Town meeting is advertised well in advance of the meeting as an event on the HTC website, and on the HTC facebook page. There is always on the agenda a time for public questions, and residents are encouraged to bring any issues they may have.

Grant awards are normally made in August each year and this year 8 local organisations are receiving grants. Reports on the use of funds awarded will be made at the Annual Town meeting 2020.

31. An action plan and related budget that clearly responds to community engagement and sets out a timetable for action.	✓	http://www.halsteadtowncouncil.org.uk/images/stories/policy_and_procedure/Halstead_Town_Council_Action_Plan_2019.pdf
	✓	https://drive.google.com/file/d/1Sq9WOjGHMjVj2RLfw40ub84plNXgYvX2/view?usp=sharing

• **Additional Information:**

The Council has decided in this term to ask for volunteers from council to take on issues of great importance for residents. These issues are key points which have formed part of the Action Plan described above. This is to show the commitment of councillors and their response to pressing issues. The issues which so far have champions are: the surgery, policing, education, the river, tourism and open spaces.

- It has also recently established a working group to focus on getting the closed footbridge reopened, and a second working group to decide how to use funds available for the town centre regeneration, and a third to reconsider the Community Hub.
- In addition the Council has a continuing cooperation with the Halstead in Bloom voluntary group, over the past 20 years, providing funds and support for the magnificent award-winning floral displays in the town.

32. Evidence of community engagement, council activities and the promotion of the democratic processes in an annual report, online material and regular news bulletins.	✓	http://www.halsteadtowncouncil.org.uk/news-and-events http://www.halsteadtowncouncil.org.uk/clerk-s-annual-report/1634-town-clerks-annual-report-2019
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Additional Information:

- The Council provides activities for different age groups in the town
- 5 subsidised coach outings for senior citizens are put on every summer

• Summer fun is provided free of charge to primary age children on Saturdays in the summer holidays • The Council supports the Youth groups which meet regularly in the Resource centre • The Council provides free accommodation on Council premises to the Halstead and District History Society so that they can store all their historical artefacts and run a museum • The council provides Christmas lights in the town and a torchlight procession for the whole community • The community hall is made available free of charge to many local organisations working on disability, police or health matters • The Council manages the facilities at Courtaulds Sports ground for the whole community – rugby and football pitches, rounders, fitness classes, Halstead roadrunners, bowls greens, and a green area for all • The Council has in the past year committed to having 3 Specials in Halstead. One is already operating and 2 others are in training. In addition, the Council hosts a community policing event every quarter, and liaises closely with the specials and the community police officers patrolling Halstead. This has greatly reduced the concern over crime and antisocial behaviour in the town.		
33. Evidence of helping the community plan for the future.	✓	http://www.halsteadtowncouncil.org.uk/action-plan/1639-town-plan-2019
Additional Information:		

Panel Comments on Application section 24-33
Panel Members make observations and comments on the application about the evidence produced or the website. Comments will be provided to the Council at the end of the accreditation process with the result of the application.
Observations & Comments:

Quality Standard Resolution	
_____Halstead Town_Council confirmed at the meeting of the full Council that the following items (34-41, each item should be listed in the minute reference) have been achieved. Minute reference:	Date of Council Meeting: 16 September 2019

Criteria	Achieved	Hyperlink to the document
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34. A scheme of delegation	✓	http://www.halsteadtowncouncil.org.uk/images/stories/policy_and_procedure/2019/Scheme of delegation.pdf
Additional Information:		
35. Addressed complaints received in the last year	✓	None received.
Additional Information: Everyday complaints are recorded in a database accessible by the link below https://drive.google.com/file/d/1a7mlpm57Zq1iTt4-zzdZQX_UgHbZPfzS/view?usp=sharing		
36. At least two-thirds of its councillors are elected	✓	https://www.braintree.gov.uk/info/200657/district_and_parish_elections_2019/1216/parish_election_results_2019
Additional Information: All 12 Councillors are elected		
37. A printed annual report is distributed widely across the community	✓	http://www.halsteadtowncouncil.org.uk/clerk-s-annual-report/1634-town-clerks-annual-report-2019
Additional Information: The annual report is placed on the website as soon as it is available. Printed copies are available at the Annual Town meeting and in the council offices. It is also made available in the doctors' surgery and the library.		
38. A qualified clerk	✓	https://drive.google.com/file/d/1q/cR5GV0nolml2-nUoRwXC1jDg8MnkU/view?usp=sharing
Additional Information:		
39. A clerk, and if relevant a deputy or assistant clerk, employed according to nationally agreed terms and conditions	✓	yes
Additional Information:		
40. A formal appraisal process for all staff	✓	https://drive.google.com/file/d/1MBhNMfINGaQ-yxbZiUvH33DwzcyjRH_c/view?usp=sharing

Additional Information:

41. A training policy and record for all staff and councillors

✓

<http://www.halsteadtowncouncil.org.uk/policies-and-procedures/1530-training-and-development-policy>

https://drive.google.com/file/d/1L-ky2q1A1PxSIVXCP1xzskZRI8ce_Mk/view?usp=sharing

Additional Information:

Our Finance Officer has completed her Pitman Sage 50 training and is planning to take a course at the next level of accounting (AAT)

[Panel Comments on sections 34-41](#)

Panel Members make observations and comments on the application about the evidence produced or the website. Comments will be provided to the Council at the end of the accreditation process with the result of the application.

Observations & Comments:

The following are notes on the criteria for the status for the use of the Council and Panel Members.

	The Quality Standard Award	Yes achieved	Not achieved
24 Minutes	Draft Minutes (marked draft)		
	Must be of all council and committee meetings and should be posted up as soon as possible. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.		
28 Community Engagement	A community engagement policy		
	This demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The Council also gives grants to community organisations and publishes a grant awarding policy.		
27 Councillor Profiles	Councillor profiles		
	These normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.		
25, 26, 29 Policies	Health and Safety		
	Equality		
	A grant awarding policy		
	The council is required to publish its Health and Safety policy which includes its duty of care to staff and promoting equality (Equality Act 2010 and the obligations of the Public Sector Equality Duty in section 149) in compliance with legislation.		
30 Annual Meeting	Annual Parish or Town Meeting		
	Evidence that electors can contribute; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.		
31 Action Plan	Action plan (or a similar forward plan)		
	That sets out aims and objectives, summarises findings from community engagement and shows clearly how the council's objectives respond to those findings. The action plan also includes a timetable for actions to be completed in the short, medium and long term with target dates and dates for reviewing the plan. The Council's budget shows how the action plan is put into practice and manages risks to public money.		
32 Annual Report, web material, news bulletins, social media	Annual report		
	Web material		
	News bulletins		
	The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as FaceBook or Twitter, this will be evident from the council's website. The accreditation panel will read the annual report, web material and news bulletins on the council's website to find evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways and engages with other organisations including community groups and the principal authority(ies).		

	It will look for at least three positive outcomes for the community in the last twelve months.
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33 Planning	Community Planning															
	The panel seeks evidence from council documents and information on the website that it supports these for its future. This can include contributions to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events or facilitating debate in the community about planning applications or registering community assets.															
32 Elections	Promoting elections															
	Evidence that the Council values of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.															
36 Electoral Mandate	Councillors who stood for election															
	At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic process. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.															
Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14
37 Annual Report	Annual report															
	It is accepted that this report cannot always be distributed to all households, copies of the report can be left at prime locations in a community including a library, doctors' surgeries, schools, pubs, shops or residential homes.															
34, 35 Scheme of Delegation	Scheme of Delegation															
	Complaints Procedure															
Complaints Procedure	The panel may wish to check that a council properly operates the delegation of decision making to committees, sub-committees and officers. Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation. Evidence must be given that formal complaints received by the council during the year have been properly addressed.															
38 Qualified Clerk	Qualified Clerk															
	Defined in <i>Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012</i> . The Clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.															
40, 41 Staff Management	Appraisal process															
	Training policy															
	Record of all training															

	The panel can ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last twelve months. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development points every year.
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