



<b>Council Name</b>	
<b>Contact Name for Award</b>	
<b>Contact Details – Phone number</b>	
<b>Contact Details – email address</b>	
<b>Contact Details – web site address</b>	
<b>NALC – The Council has advised NALC of its application and the fee has been paid</b>	<b>Date fee paid</b>
<b>EALC – The application fee has been paid to EALC</b>	<b>Date fee paid</b>

**Instructions –**

Please complete the form and return to the Essex County Accreditation Panel Co-ordinator. 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.

If you are applying for **Quality Gold**: 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.

There is a section for the Council to provide additional information where it considers that criteria are met but in an alternative but acceptable way to that stated on the criteria list.

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

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

Required Documentation for <b>Quality Gold</b> Level	Tick when completed	Panel Coordinator
Council Resolution indicating required documents on web site		
Council Resolution to confirm documents required for Foundation level exist		
Tick list check for information on web site for Foundation, Quality Standard and Quality Gold Levels		
Tick list check for information that is required and confirmed by resolution for Foundation, Quality Standard and Gold level		
Prepared statements for the four criteria		

### The Quality Gold Award:

To achieve **Quality Gold** a council demonstrates that it meets all requirements of the Foundation and Quality Standards, and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management.

Quality Gold Level	
<p><b>Council Resolution for <b>Quality Gold</b> Award</b></p> <p>_____ Council            confirmed at the Meeting of the full Council that the following documentation has been achieved (items 1 – 15 for Foundation Level, 24-33 for Quality Level, and 42 and 43 for the Gold Level, each item should be listed in the minute reference) and is on the Council's web site.            Minute reference: _____</p>	<p><b>Date of Council Meeting :</b></p> <p>_____</p> <p><b>Council's web site address:</b></p> <p>_____</p>

	Achieved	Where are these published
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		(hyperlink)? Can they be provided electronically if requested?
<b>42.</b> A business plan covering a financial forecast for at least three years linked to plans for the council and its community		
<b>43.</b> An annual report, web material and at least four news bulletins a year containing evidence of:		
○ engaging with diverse groups in the community using a variety of methods		
○ community engagement leading to positive outcomes for the community		
○ a broad range of council activities including innovative projects		
○ co-operating constructively with other organisations		

[Council Comments on Application sections 42 and 43](#)

(Please list any information that you feel relevant to the application using the numbering above to direct your comments for panel members to the correct sections).

[Panel Comments on Application section 42 and 43](#)

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

<p><b>Council Resolution</b></p> <p>_____ Council  <b>confirmed at a Meeting of the full Council that the following (items 44-47) have been achieved.</b>  <b>Minute reference:</b> _____</p>	<p><b>Date of Council Meeting:</b></p> <p>_____</p>
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	Achieved	Where are these published (hyperlink)? Can they be provided electronically if requested?
44. Ensures that the Council meets value for money		
45. Meets its duties in relation to bio-diversity and crime & disorder		
46. Provides leadership in planning for the future of the community		
47. Manages the performance of the council as a corporate body and of each individual staff member and councillor to achieve its business plan.		

<p><b>Council Comments on Application sections 44 to 47</b></p> <p>(Please list any information that you feel relevant to the application using the numbering above to direct your comments for panel members to the correct sections).</p>
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<p><b>Panel Comments on Application section 44 to 47</b></p> <p>Panel Members make observations and comments on the application about the evidence produced or the website below. Comments will be provided to the Council at the end of the accreditation process with the result of the application.</p>
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<b>General</b>	In confirming excellence, the panel ensures that the council operates within the
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	law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.		
<b>43 Equality and Diversity</b>	<b>Equality</b>		
	<b>Diversity</b>		
	The council substantial evidence that it takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community including, for example, different age groups, physical locations, housing types, language, employment status and skills.		
<b>43 Promoting Local Democracy</b>	<b>Community engagement</b>		
	<b>Council action</b>		
<b>Responding to views</b>	These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.		
<b>42 Business plan</b>	<b>A forward plan (or business plan)</b>		
	Created for at least three years. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts or budgets for the duration of the plan.		
<b>43 Achievement and Partnerships</b>	<b>Positive outcomes</b>		
	<b>Other organisations</b>		
	The panel seeks at least four positive outcomes achieved for the community in the <u>last six months</u> and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. The panel also checks that the council is co-operating with other organisations including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnership working.		
<b>Standards</b>	<b>Duty to uphold standards</b>		
	Behaviour, notes the importance of the law, the council's Code of Conduct and standing orders. It may specify training and potential sanctions and explains how the council aims to manage potential conflict and complaints in a constructive manner including bullying or harassment.		
<b>45 Biodiversity and Crime &amp; Disorder</b>	<b>Biodiversity and crime and disorder</b>		
	The statement related demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.		

<b>46</b> <b>Planning</b>	<b>Planning for the future</b> The statement shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real <sup>®</sup> or community conferences. The statement should include the council's approach to neighbourhood planning.		
<b>43</b> <b>Consultation</b>	<b>Service users and partners</b> The statement on consultation describes at least one case study in each case showing why and how the consultation was undertaken and how the results had an impact on local service delivery and partnership working.		
<b>44</b> <b>Value</b>	<b>Value for money</b> The statement explains how the council reviews the quality and costs of services to confirm that the costs are appropriate.		
<b>47</b> <b>Staff Management</b>	<b>Performance management</b> The statement explains the process by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. This includes confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme. It is important to show evidence that the council is a good employer.		