



<b>Council Name</b>	<b>RAYNE PARISH COUNCIL</b>	
<b>Contact Name for Award</b>	<b>Sarah Cocks</b>	
<b>Contact Details – Phone number</b>	<b>01376 552489</b>	
<b>Contact Details – email address</b>	<b>rpc@rayne-essex.gov.uk</b>	
<b>Contact Details – web site address</b>	<b>www.rayne-essex.gov.uk</b>	
<b>NALC – The Council has advised NALC of its application and the fee has been paid</b>	<b>08/07/2019</b>	<b>Date fee paid</b>
<b>EALC – The application fee to EALC will be invoiced on a successful application</b>		<b>Date fee paid</b>

**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 additional information if a hyperlink to a particular webpage does not prove to be enough evidence.

Information: To achieve the **Foundation Standard** a council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice.

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 <b>Foundation</b> Level		Tick when completed	EALC Coordinator
Council resolution indicating required documents for Foundation level are on the Council website		1 <sup>st</sup> April & 2 <sup>nd</sup> September 2019 meeting	
Council Resolution to confirm documents required for Foundation level exist and can be provided electronically if requested		1 <sup>st</sup> April & 2 <sup>nd</sup> September 2019 meeting	
Tick list check for information on web site for Foundation level		Is on website. Added 2 <sup>nd</sup> September 2019	
Tick list check for information that is required and confirmed by resolution for Foundation level		1 <sup>st</sup> April & 2 <sup>nd</sup> September 2019 meeting	
<b>Foundation Level</b>			
<b>Council Resolution for Foundation Level</b>  <hr/> Council confirmed at a Meeting of the full Council that the following documentation (items 1-15, each item should be listed in the minute reference) have been achieved and is on the Council's website. Minute reference: 007/19 and 86/19		<b>Date of Council Meeting:</b> <hr/> 1 <sup>st</sup> April 2019 & 2 <sup>nd</sup> September 2019  <b>Councils web site address:</b>  www.rayne-essex.gov.uk	

Criteria	Achieved	Hyperlink to the document
1. Its standing orders	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/209-standingorders">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/209-standingorders</a>
1a. Its financial regulations	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/198-financialregulations">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/198-financialregulations</a>
Additional Information:		
2. Its Code of Conduct	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/195-codeofconduct">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/195-codeofconduct</a>
2a. Councillors' registers of interests	YES	<a href="https://rayne-essex.gov.uk/index.php/council/councillors">https://rayne-essex.gov.uk/index.php/council/councillors</a>
Additional Information: Councillors interests can be viewed by a link to BDCs page on the above hyperlink.		

3. Its publication scheme	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/203-foipublicationscheme">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/203-foipublicationscheme</a>
Additional Information:		
4. Its last annual return	YES	<a href="https://rayne-essex.gov.uk/index.php/finance/accounts/category/23-201718">https://rayne-essex.gov.uk/index.php/finance/accounts/category/23-201718</a>
Additional Information: The link provided for the Annual return is for 2017-18, as we do not yet have the report for 2018-19.		
5. Transparent information about council payments	YES	<a href="https://rayne-essex.gov.uk/index.php/meetings/download/47-august2019/242-august2019payments">https://rayne-essex.gov.uk/index.php/meetings/download/47-august2019/242-august2019payments</a>
Additional Information: Every meeting folder on the website contains an agenda, minutes from previous meeting and that month's payments. Also the payments are imbedded into the minutes of the meeting.		

6. A calendar of all meetings including the annual meeting of electors	YES	<a href="https://rayne-essex.gov.uk/index.php/calendar/monthcalendar/2019/9/">https://rayne-essex.gov.uk/index.php/calendar/monthcalendar/2019/9/-</a>
Additional Information:		
7. Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	YES	<a href="https://rayne-essex.gov.uk/index.php/meetings/category/4-minutes-and-reports">https://rayne-essex.gov.uk/index.php/meetings/category/4-minutes-and-reports</a>  <a href="https://rayne-essex.gov.uk/index.php/finance/subcommittee">https://rayne-essex.gov.uk/index.php/finance/subcommittee</a>
Additional Information:		
8. Current agendas	YES	<a href="https://rayne-essex.gov.uk/index.php/meetings/category/4-minutes-and-reports">https://rayne-essex.gov.uk/index.php/meetings/category/4-minutes-and-reports</a>
Additional Information: Each monthly meeting has its own folder with agenda and previous months minutes.		
9. The budget and precept information showing past, current and next financial years	YES	<a href="https://rayne-essex.gov.uk/index.php/finance/budget">https://rayne-essex.gov.uk/index.php/finance/budget</a>
Additional Information:		
10. Its complaints procedure	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/196-complaintspolicy">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/196-complaintspolicy</a>
Additional Information:		
11. Council contact details and councillor information in line with the transparency code	YES	<a href="https://rayne-essex.gov.uk/index.php/council/councillors">https://rayne-essex.gov.uk/index.php/council/councillors</a>  <a href="https://rayne-essex.gov.uk/index.php/contact-us">https://rayne-essex.gov.uk/index.php/contact-us</a>
Additional Information:		
12. Its action plan for the current year	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-</a>

		<a href="policies/169-12monthactionplan">policies/169-12monthactionplan</a>
Additional Information:		

13. Evidence of consulting the community	YES	<a href="https://rayne-essex.gov.uk/index.php/meetings/category/43-annualparishassembly2019">https://rayne-essex.gov.uk/index.php/meetings/category/43-annualparishassembly2019</a>  <a href="https://rayne-essex.gov.uk/index.php/council/village-survey">https://rayne-essex.gov.uk/index.php/council/village-survey</a>
Additional Information:		

14. Publicity advertising council activities	YES	<a href="https://rayne-essex.gov.uk/index.php">https://rayne-essex.gov.uk/index.php</a>  <a href="https://rayne-essex.gov.uk/index.php/about-us/rayne-in-focus-articles/category/40-rif2019">https://rayne-essex.gov.uk/index.php/about-us/rayne-in-focus-articles/category/40-rif2019</a>
<p>Additional Information:</p> <p>On our home page (hyperlink given) we have access to our Facebook page, which is updated regularly with information from the council. There is also a link to our latest news articles on the home page.</p> <p>We also provide a monthly report for the Rayne in Focus, our village magazine that is delivered to every household in the Parish. A digital version is also uploaded on to the website. Hyperlink has been provided.</p>		
15. Evidence of participating in town and country planning	YES	<a href="https://publicaccess.braintree.gov.uk/online-applications//search.do?action=simple&amp;searchType=Application">https://publicaccess.braintree.gov.uk/online-applications//search.do?action=simple&amp;searchType=Application</a>  <a href="https://rayne-essex.gov.uk/index.php/news/14-news-articles/24-brook-green-appeal-hearing">https://rayne-essex.gov.uk/index.php/news/14-news-articles/24-brook-green-appeal-hearing</a>
<p>Additional Information: We have provided the link to the BDC planning portal. Please use planning application ref 19/00944/FUL to see an example of the Council commenting on town and country planning.</p> <p>The Parish Council also attended a planning appeal inquiry. Link given.</p> <p>Planning applications are discussed at every Full council meeting and can be found in all agenda and minutes. A report of planning applications is also provided in the monthly Rayne in Focus report. Applicants are invited to attend meetings to answer any questions from councillors or provide more information on their application.</p>		

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**Panel Comments on Application section 1-15**

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:**

**Council Resolution for Foundation Level**

Rayne Parish Council confirmed at the meeting of the full Council that the following (items 16-23, each item should be listed in the minute reference) have been achieved.

Minute reference:

007/19 & 86/19

1<sup>st</sup> April 2019 & 2<sup>nd</sup> September 2019

Date of Council Meeting:

The council also confirms by resolution at a full council meeting that it has:

Criteria	Achieved	Hyperlink to the document
16. A risk management scheme	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/214-riskregister">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/214-riskregister</a>
Additional Information: A link has been provided as the document is on the website.		
17. A register of assets	YES	
Additional Information: We have an asset register. Which is currently being reviewed and updated.		
18. Contracts for all members of staff	YES	
Additional Information: We have up to date contracts for our Clerk and two Groundsmen		
19. Up-to-date insurance policies that mitigate risks to public money	YES	
Additional Information We have an up to date Insurance policy		
20. Disciplinary and grievance procedures		<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/233-disciplinaryprocedure">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/233-disciplinaryprocedure</a>

	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/234-grievancepolicy">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/234-grievancepolicy</a>
<p>Additional Information: A link has been provided as the document is on the website.</p>		
21. A policy for training new staff and councillors	YES	<a href="https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/204-rpcinductionguide">https://rayne-essex.gov.uk/index.php/about-us/policies/download/2-policies/204-rpcinductionguide</a>
<p>Additional Information: A link has been provided as the document is on the website. We also have written procedures for the Clerk</p>		
22. A record of all training undertaken by staff and councillors in the last year	YES	
<p>Additional Information: Councillors training has been completed by all new councillors this year along with chairman's training together with advanced councillor training booked for one councillor later this year. One councillor has attended Risk Assessment training and achieved accreditation.</p>		
23. A clerk who has achieved 12 CPD points in the last year		
<p>The Clerk regularly attends training sessions arranged by EALC (Elections in November 2018) and training/networking events arranged by the SLCC (June 2019). The Clerk receives and reads copies of The Clerk magazine. She has mentored a Clerk who recently returned to the sector and advised another who has just taken up the post of Clerk. The Clerk has registered for the ILCA qualification which will be undertaken over the next year.</p>		

**Panel Comments on sections 16-23**

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**

	Criteria for Foundation Standard	Yes achieved	Not achieved
<b>1, 2, 3, 10 Council Process and Procedure</b>	<b>Standing orders</b>		
	<b>Financial regulations</b>		
	<b>A publication scheme</b>		
	<b>A complaints procedure</b>		
	<b>A Code of Conduct</b>		
	<p>These are all required and are all tailored for the named council. Standing orders explain the procedures for awarding contracts and financial regulations include appropriate procedures for operating internal controls.</p> <p>All policies should demonstrate compliance with the Openness of Local Government Bodies Regulations 2014 including an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.</p>		
<b>2 Interests</b>	<b>Registers of interests</b>		
	The council does not need to publish this on its own website provided that there is a link or web address to the registers on the principal authority's website.		
<b>11 Contact Details</b>	<b>Contact details</b>		
	This should include the name of the Clerk, the address, the phone number and the email of the Council.		
<b>4, 5, 9 Financial Information</b>	<b>Annual return</b>		
	The Council posts on its website a scanned copy of its latest annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given.		
	<b>Information on payments</b>		
	The panel will check the minutes, financial regulations, the annual return and compliance with the transparency code.		
	<b>Budget</b> (current, next year's or both)		
	Budget documents should show columns comparing the year in question with the two previous years; information on income and expenditure (or receipts and payments) and show how the precept was calculated. It must also contain a training budget.		
<b>6 Calendar of Meetings</b>	<b>Calendar</b>		
	This can be in any format, and must include the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar must also show that the council has at least six full council meetings a year.		

<b>7 &amp; 8 Minutes and Agendas</b>	<b>Minutes</b>		
	<b>Agendas</b>		
	<p>Similarly the minutes for full council meetings over the last twelve months include the Annual Meeting of the Council.</p> <p>The council must also post up the minutes of its Finance Committee (if relevant), and, if necessary, a Schedule of Payments, to demonstrate transparency. It does not have to post up other committee minutes.</p> <p>The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision making and that all meetings allow the public to make representations to the council.</p>		
<b>12 Action Plan</b>	<b>Action plan</b>		
	<p>As a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.</p>		
<b>13 Consultation</b>	<b>Consultation</b>		
	<b>Activity</b>		
	<p>At least one piece of evidence that the Council consults its community and actively serves it in response. Publicity may include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. Similarly any form of consultation is suitable including surveys, online polls, focus groups or public meetings.</p>		
<b>15 Planning</b>	<b>Planning system</b>		
	<p>Council documents are required to show evidence that the council participates, for example, commenting on planning applications or working on a neighbourhood plan.</p>		
<b>18, Contracts</b>	<b>Contracts</b>		
	<p>Can be based on a model but tailored to the specific council. They are not published.</p>		
<b>19, 20 &amp; 21 Insurance and Employment Policy</b>	<b>Insurance Policies</b>		
	<p>The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money.</p>		
	<b>Disciplinary/grievance procedures</b>		
	<p>Can be based on available models</p>		

<b>22, 23 Training</b>	<b>Training policy</b>		
	<b>A Training Record</b>		
	<p>A training policy for new staff and councillors can be a short statement of intent while a training record is a list giving the dates, titles and providers of all events, courses or activities undertaken by specified individuals in the last twelve months; these might include, for example, updating or briefing online courses, CPD courses and studying for qualifications. Councillors should note that, as they are all responsible for the financial management of the council, they have a duty to undertake training on this subject.</p>		
	<b>The Clerk's Continuing Professional Development</b>		
<p>The Clerk's training record should include evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to the system published by the Improvement and Development Board.</p>			