

Council Name: Leighton-Linslade Town Council
Date of application: 1 October 2020
Award level applied for: Gold (re-accreditation)

Local Council Award Scheme checklist

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

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 at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations	yes	Standing Orders: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Standing-Orders-29-April-2019.pdf & Financial Regulations: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Financial-Regs-April-2018.pdf
2 Its Code of Conduct and a link to councillors' registers of interests	yes	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Cllr-Code-of-Conduct.pdf Link to interests for each Councillor's profile: http://democracy.leightonlinslade-tc.gov.uk/mgMemberIndex.aspx?bcr=1
3 Its publication scheme		https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Publication-Scheme.pdf
4 Its last annual return		Link once external auditor's report received back
5 Transparent information about council payments		All monthly payments are appended to minutes of Policy & Finance Committee meetings: http://democracy.leightonlinslade-tc.gov.uk/ieListMeetings.aspx?CommitteId=136
6 A calendar of all meetings including the annual meeting of electors		https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/07/CYCLE-OF-MEETINGS-2020-2021-Revised-July-2020-1.pdf

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7	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	<p>Council minutes:</p> <p>http://democracy.leightonlinslade-tc.gov.uk/ieListMeetings.aspx?Committeeld=143</p> <p>All other minutes:</p> <p>http://democracy.leightonlinslade-tc.gov.uk/mgListCommittees.aspx?bcr=1</p>
8	Current agendas	<p>http://democracy.leightonlinslade-tc.gov.uk/mgListCommittees.aspx?bcr=1</p>
9	The budget and precept information for the current or next financial year	<p>Budget:</p> <p>https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/09/Annual-Budget-By-Committee.pdf</p> <p>Precept: Minutes of Council meeting held January 2020:</p> <p>http://democracy.leightonlinslade-tc.gov.uk/ieListDocuments.aspx?CId=143&MIId=911&Ver=4</p>
10	Its complaints procedure	<p>https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Complaints-Procedure-Sept-2015.pdf</p>
11	Council contact details and councillor information in line with the Transparency Code	<p>https://www.leightonlinslade-tc.gov.uk/contact/</p> <p>http://democracy.leightonlinslade-tc.gov.uk/mgMemberIndex.aspx?bcr=1</p>
12	Its action plan for the current year	<p>Five Year Plan:</p> <p>https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/05/Five-Year-Plan-2019-to-2024-approved-28-January-2019.pdf</p> <p>Work Plans for standing committees can be found on each meeting agenda:</p> <p>http://democracy.leightonlinslade-tc.gov.uk/ieListMeetings.aspx?Committeeld=136</p> <p>http://democracy.leightonlinslade-tc.gov.uk/ieListMeetings.aspx?Committeeld=137</p>

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		http://democracy.leightonlinslade-tc.gov.uk/ieListMeetings.aspx?CommitteeId=138
13 Evidence of consulting the community		<p>https://www.leightonlinslade-tc.gov.uk/consultations/</p> <p>https://www.leightonlinslade-tc.gov.uk/about-town-newsletters/</p> <p>http://democracy.leightonlinslade-tc.gov.uk/documents/s5366/14.%20Leighton-Linslade%20Residents%20Survey%20Report.pdf</p> <p>http://democracy.leightonlinslade-tc.gov.uk/documents/s5711/Cemetery%20Consultation%20Update%20-%20Supporting%20Report.pdf</p> <p>http://democracy.leightonlinslade-tc.gov.uk/documents/s5573/Appendix%20A.pdf</p> <p>https://www.leightonlinslade-tc.gov.uk/consultations/</p> <p>Information which is no longer live may no longer be on the website but can be viewed on social media history – links to profiles here: https://www.leightonlinslade-tc.gov.uk/social-media/</p>
14 Publicity advertising council activities		<p>https://www.leightonlinslade-tc.gov.uk/publications/</p> <p>https://www.leightonlinslade-tc.gov.uk/about-town-newsletters/</p> <p>https://www.leightonlinslade-tc.gov.uk/social-media/</p>
15 Evidence of participating in town and country planning		<p>Minutes of Planning Committee meetings:</p> <p>http://democracy.leightonlinslade-tc.gov.uk/ieListMeetings.aspx?CommitteeId=135</p>

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	yes	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Risk-Management-and-Internal-Control-Statement.pdf

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		http://democracy.leightonlinslade-tc.gov.uk/documents/s4788/Risk%20Register%20Appendix%20A%20Action%20Plan%202020-21.pdf http://democracy.leightonlinslade-tc.gov.uk/documents/s4789/Full%20Risk%20Register%202020-21%20Appendix%20B.pdf	
17	A register of assets	yes	Add once P+F agenda published
18	Contracts for all members of staff	yes	Contracts not published online but sample contract attached. Resolution published:
19	Disciplinary and grievance procedures	yes	Procedures not published online but attached. Resolution published:
20	A policy for training new staff and councillors	yes	Policy to be found at: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Staff-CLlr-Training-Policy-Sept-2015-1.pdf Resolution to be found at:
21	A record of all training undertaken by staff and councillors in the last year	yes	Not published online but records attached. Resolution to be found at:
22	A clerk who has achieved 12 CPD points in the last year	yes	Not published online but record attached. Resolution published here:

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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	yes	http://democracy.leightonlinslade-tc.gov.uk/mgListCommittees.aspx?bcr=1
2 A Health and Safety policy	yes	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Health-and-Safety-Policy.pdf
3 Its policy on equality	yes	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Equal-Opportunities-Policy.pdf
4 Councillor profiles	yes	http://democracy.leightonlinslade-tc.gov.uk/mgMemberIndex.aspx?bcr=1
5 A community engagement policy involving two-way communication between council and community	yes	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Community-Engagement-Strategy.pdf
6 A grant awarding policy	yes	https://www.leightonlinslade-tc.gov.uk/general-grant-application-form/
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	yes	http://democracy.leightonlinslade-tc.gov.uk/ieListMeetings.aspx?Cid=149&Year=0
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	yes	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/05/Five-Year-Plan-2019-to-2024-approved-28-January-2019.pdf The 5 year plan objectives are progressed through the Committee work plans which can be found on each meeting agenda for the

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		standing committees: http://democracy.leightonlinslade-tc.gov.uk/mgListCommittees.aspx?bcr=1
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	yes	https://www.leightonlinslade-tc.gov.uk/annual-reports/ https://www.leightonlinslade-tc.gov.uk/about-town-newsletters/ https://www.leightonlinslade-tc.gov.uk/noticeboard/ Many more examples can be found on the Council's social media channels – links from here: https://www.leightonlinslade-tc.gov.uk/social-media/
10 Evidence of helping the community plan for its future	yes	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/05/Five-Year-Plan-2019-to-2024-approved-28-January-2019.pdf

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
1 a scheme of delegation (where relevant)	yes	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Delegation-Scheme-May-2017.pdf
2 up-to-date insurance policies that mitigate risks to public money	yes	Not published but attached. Resolution published at:
3 addressed complaints received in the last year	yes	Any complaints received are dealt with by the Town Clerk/Heads of Service in accordance with the Council's complaints procedure. Resolution published at:
4 at least two-thirds of its	yes	Resolution (as part of meeting GPC criteria) published at:

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	councillors who stood for election		http://democracy.leightonlinslade-tc.gov.uk/documents/g869/Printed%20minutes%2020th-May-2019%2019.30%20Leighton-Linslade%20Town%20Council.pdf?T=1
5	a printed annual report that is distributed at locations across the community	yes	Resolution published at: Annual report published at: https://www.leightonlinslade-tc.gov.uk/annual-reports/
6	a qualified clerk	yes	Resolution (as part of meeting GPC criteria) published at: http://democracy.leightonlinslade-tc.gov.uk/documents/g869/Printed%20minutes%2020th-May-2019%2019.30%20Leighton-Linslade%20Town%20Council.pdf?T=1
7	a clerk (and deputy) employed according to nationally or locally agreed terms and conditions	yes	Contract attached and Resolution published at:
8	a formal appraisal process for all staff	yes	Appraisal Procedure not published but attached. Resolution published at:
9	a training policy and record for all staff and councillors	yes	Training records attached. Policy to be found at: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Staff-CLlr-Training-Policy-Sept-2015-1.pdf Resolution to be found at:

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Criteria	Do you meet these criteria ?	Where are these published online?
1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	yes	5 year financial plan included in agenda for Policy & Finance Committee 18 November 2019: http://democracy.leightonlinslade-tc.gov.uk/ieListDocuments.aspx?CId=136&MId=946&Ver=4
2 An annual report, online material and at least four news bulletins a year with evidence of	yes	https://www.leightonlinslade-tc.gov.uk/annual-reports/ https://www.leightonlinslade-tc.gov.uk/about-town-newsletters/
a engaging with diverse groups in the community using a variety of methods		Encouraging face to face attendance at the annual parish meeting: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf & Offering telephone support to young people through the Teenage Advice and Information Centre: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/05/LLTC-About-Town-MayJune20-38412-2-for-Website.pdf Requesting feedback on newsletter via feedback form: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf Seeking walkers to volunteer for footpath checking: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/12/LLTC-About-Town-JanFeb20-3-37929.pdf

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		<p>Promoting the Children's Trail to young children: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf</p> <p>Encouraging young people 12-19 to engage with the Teenage Advice and Information Centre through Box Release and Basketball activities: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/12/LLTC-About-Town-JanFeb20-3-37929.pdf & https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf</p> <p>Encouraging download of the Town Council app: https://www.leightonlinslade-tc.gov.uk/the-lltc-app/</p>
<p>b community engagement leading to positive outcomes for the community</p>		<p>Changing Places pod installed in town centre park following engagement/requests from those with additional needs: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf</p> <p>Start-up market pitches offered at low rates: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/06/LLTC-About-Town-JulAug20-2-38492-for-website-1.pdf</p> <p>Lockdown photographic competition ended up with 3 winners and an album of photos which was much commented on by residents on social media: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/06/LLTC-About-Town-JulAug20-2-38492-for-website-1.pdf</p> <p>Engaging with a range of local groups and individuals to form the COVID-19 Task Force as an umbrella organisation supported by the Council: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/05/LLTC-About-Town-MayJune20-38412-2-for-Website.pdf & https://www.leightonlinslade-tc.gov.uk/leighton-linslade-covid-19-task-force-group/</p>

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		<p>2020-21 budget and anticipated projects for the community: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf</p> <p>Encouraging nominations for the Community Volunteer Awards to recognise unsung heroes: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/09/LLTC-About-Town-SepOct20-3-38646.pdf</p>
<p>c At least four positive outcomes achieved for the community in the last six months and a broad range of council activities including innovative projects</p>		<p>Implementation of free town centre Wi-Fi: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/12/LLTC-About-Town-JanFeb20-3-37929.pdf</p> <p>Co-ordinating the Best Bar None accreditation scheme for safer licensed premises: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf</p> <p>Launching the new “Thursday Xtra” market to make sure of newly pedestrianised High Street space (post-COVID): https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/09/LLTC-About-Town-SepOct20-3-38646.pdf</p> <p>Support of the COVID-19 community Task Force through the provision of phone, van, stationery, co-ordination of meetings, funding the printing of two community newsletters for delivery to all households: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/05/LLTC-About-Town-MayJune20-38412-2-for-Website.pdf & https://www.leightonlinslade-tc.gov.uk/leighton-linslade-covid-19-task-force-group/</p> <p>Developing a Community Emergency Plan and encouraging residents to become volunteers: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf</p> <p>Supporting the relaunch of the town centre post-Covid:</p>

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		<p>https://www.leightonlinslade-tc.gov.uk/keeping-it-local/ & https://www.leightonlinslade-tc.gov.uk/shopping-voucher-competition/</p> <p>Refurbishment of BMX bike tracks and provision of outdoor gym facilities: https://www.leightonlinslade-tc.gov.uk/sports-locations/</p> <p>Interactive Living History trail: https://www.leightonlinslade-tc.gov.uk/livinghistorytrail/</p> <p>Award of the first ever Honorary Freeman award at Remembrance Sunday 2019 – attended by large numbers of residents: https://www.leightonlinslade-tc.gov.uk/honorary-freeman/</p> <p>Support of the Friends of Leighton-Linslade in Bloom leading to a huge range of annual “blooming” activities to brighten up the town: https://www.leightonlinslade-tc.gov.uk/leighton-linslade-in-bloom/</p> <p>Enabling a virtual VE75 commemoration and celebration: https://www.leightonlinslade-tc.gov.uk/ve-day-75/</p>
d co-operating constructively with other organisations		<p>Promoting the Leighton-Linslade Arts Forum: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/09/LLTC-About-Town-SepOct20-3-38646.pdf</p> <p>Teenage Advice Centre collaboration with the local authority to create mental health resources: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/09/LLTC-About-Town-SepOct20-3-38646.pdf</p> <p>Liaising with other groups to remember VJ Day: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/06/LLTC-About-Town-JulAug20-2-38492-for-website-1.pdf</p> <p>Working with the local authority to promote the online library service: https://www.leightonlinslade-tc.gov.uk/online-library/</p>

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		<p>tc.gov.uk/site/wp-content/uploads/2020/06/LLTC-About-Town-JulAug20-2-38492-for-website-1.pdf</p> <p>Promoting the help available from the individuals and groups under the COVID-19 Task Force umbrella:https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/05/LLTC-About-Town-MayJune20-38412-2-for-Website.pdf</p> <p>&</p> <p>https://www.leightonlinslade-tc.gov.uk/leighton-linslade-covid-19-task-force-group/</p> <p>Providing an update from Leighton-Linslade Rotary (provider of key community events):https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/05/LLTC-About-Town-MayJune20-38412-2-for-Website.pdf</p> <p>Promoting Fairtrade Leighton-Linslade: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf</p> <p>Working with the police, local authority and licensed premises on the Best Bar None scheme: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2020/02/LLTC-About-Town-MarApr20-2-38237.pdf</p> <p>Working with Bedfordshire Police with whom the council has a grant agreement: https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/12/LLTC-About-Town-JanFeb20-3-37929.pdf</p> <p>Support local businesses with the relaunch of the High Street post-Covid: https://www.leightonlinslade-tc.gov.uk/shopping-voucher-competition/ & https://www.leightonlinslade-tc.gov.uk/keeping-it-local/</p> <p>Supporting the Friends of Leighton-Linslade in Bloom: https://www.leightonlinslade-tc.gov.uk/leighton-linslade-in-bloom/</p> <p>Supporting the Town Twinning Forum and liaising with the twin town councils in France and Germany:</p>
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		https://www.leightonlinslade-tc.gov.uk/town-twinning/
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A huge range of additional information regarding projects, consultations, promotions, sharing of information can be found on the Town Council's social media channels – links from here:

<https://www.leightonlinslade-tc.gov.uk/social-media/>

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

[Council resolution can be found here \(Minute reference](#)

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.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Value-For-Money.pdf
2 Meets its duties in relation to bio-diversity and crime & disorder	√	https://www.leightonlinslade-tc.gov.uk/site/wp-content/uploads/2019/07/Biodiversity-Statement.pdf
3 Provides leadership in planning for the future of the community	√	Link to updated statement once approved
4 Manages the performance of the council as a corporate body	√	Link to updated statement once approved
5 Manages the performance of each individual staff member to achieve its business plan	√	Link to updated performance management statement once approved