

Worcestershire County Accreditation Panel

Quality Parish and Town Councils

TERMS OF REFERENCE

1. Vision

The aim of the Worcestershire County Accreditation Panel is to maintain consistent and fair accreditation of Quality Parish and Town Status.

2. The members, including the Chairman, and the Secretary are appointed by the Secretary of State.
3. The quorum shall be three.
4. In the absence of the appointed Chairman for any meeting the Panel shall appoint a Chairman from its members present who shall chair that meeting.
5. Panel members are required to make declarations of interest and withdraw from the room for the relevant items.
6. The remit of the Panel is to consider and, where appropriate, approve applications for Quality Parish and Town Status from Parish and Town Councils (First Tier Authorities) in the County of Worcestershire. Such applications are considered on the basis of the published application procedure. In the event that clarification of evidence is required, the Panel may request attendance at the Panel.
7. In considering such applications the Panel shall act strictly in accordance with the national criteria currently in force and shall not approve any applications which do not meet the criteria in full.
8. All applications shall be submitted through the Application Process as currently prescribed by the National Association of Local Councils and the Panel shall not consider any application that has not been submitted through this process.
9. In accordance with the above procedure applications for Quality Parish and Town Council Status in the County of Worcestershire shall be submitted to the Secretary a minimum of 14 days before the Panel meeting and shall contain all details required to enable the Panel to consider the application.
10. If the application does not contain all the required information, or does not comply with the prescribed procedure, the Secretary shall return the application to the Council and shall inform it of what further details are required.
11. The Secretary shall inform the Panel Chairman when action has been taken under 10 above.
12. Deferred decisions may be delegated by the Panel to the Chairman in consultation with the Secretary, to be conveyed to all Panel members at the time and reported to the next meeting.
13. In the event of an application being successful the Secretary shall inform the Council and any other bodies who are required to be notified of successful applications.
14. In the event of an application being unsuccessful the Secretary shall inform the Council of the reasons, and refer the Council to the County Association of Local Councils for guidance.
15. The County Association of Local Councils will report to the Panel on promotional activities and the support and advice it provides on the Quality initiative.