

Worcestershire County Accreditation Panel

Quality Parish and Town Councils

THE ACCREDITATION PANEL'S ADVICE ON THE QP/TS APPLICATION

March 2009

Please refer to the **booklet "A Guide to Becoming a Quality Council" (2nd edition 2008)**

Please ensure that evidence in the submitted portfolio is complete on delivery to the Secretary to the Panel. Use the checklist below as an aid to compiling the necessary evidence over the weeks preceding the application. Please tick that you have noted each section below; then sign and attach this list to the completed application form. If required, contact CALC to arrange independent advice on preparing for Quality Status well in advance of submitting your application.

We are happy to provide help and guidance where needed.

Tick

1	Parish and Town Councils have received free copies of the booklet " A Guide to Becoming a Quality Council" (2nd edition 2008) . The application form is contained in this booklet.	
2	The application fee, by cheque payable to NALC , relative to annual budgeted income is £50 + VAT for less than £50,000 turnover, £100 + VAT for less than £100,000, and £200 + VAT for more than £100,000. The cheque must accompany the application, and NALC will provide a receipted invoice.	
3	We recommend that the Chairman and Clerk together complete the application with the Clerk gathering up all the required supporting evidence.	
4	All papers should be put in an A4 ring binder, with numbered sections according to the 10 test areas. Please do not use plastic wallets unless items are unsuitable for hole punching.	
5	Your attention is drawn in particular to the advisory notes that follow each Test section in the application form.	
6	Please ensure that all documents provided as evidence are dated at publication.	
7	Test 3: Notices, in addition to the minutes of meetings, are required for evidence, signed and dated. There are model notices available from CALC; however, the use of a suitably worded agenda may be acceptable. It would be helpful if a statement indicating where notices are displayed could also be included.	
8	Test 3: It would be helpful to have evidence that the minutes of the meeting are published and made available for inspection – the panel suggested that this could be achieved by including in the notice of meetings the fact that council minutes are available for inspection, giving contact details.	
9	Test 3: Applicant Councils should have regard to CALC Best Practice Guides, in particular: Model Agenda, Model Minutes, and Decision Making. The Panel will check the notices and sets of minutes provided as evidence of the application of statutory requirements and best practice in the following procedural area: <ul style="list-style-type: none"> • Public Question Time: properly advertised in notice. 	

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10	Test 4 (i): The Panel needs evidence that an email address is publicly available - for instance include in contact details on website, in newsletter, on letter headings, on notice of meetings and wherever the council's contact details are given. To satisfy the criteria submit samples of some of these.	
11	Test 4 (i): The list of Council Members and Officers and how they can be contacted, should be included in each edition of your newsletter/publication, and it is recommended that the District and County Council are included in its distribution.	
12	Test 4 (ii): Evidence must be provided for each of the nine discretionary items that your Council has chosen to tick. You may find that an additional explanation to support your evidence in this section would assist the Panel.	
13	Test 4 (ii) - 11: Evidence is needed to support the statement that residents are consulted on planning matters. This could be stating that agendas of meetings are displayed along with notice of meetings showing planning matters to be considered, and/or including on notice of meetings that planning matters are to be discussed, if that is the case.	
14	Test 4 (ii) - 13: The submission refers to publicising council activities - it would be helpful if examples of the posters or publicity leaflets could be provided as evidence.	
15	Test 5: The Annual Report is a recognisable stand-alone document which must include at least the following: list of Council Members and Officers, Summary of the Accounts, and the Chairman's Overview. It should also be dated at publication. Please include a copy of the letter sent with the Annual Report to the District and County Council Chief Executives.	
16	Each section of the Annual Report, Accountability, Code of Conduct, Promoting Local Democracy and Citizenship, Terms and Conditions and Training tests is mandatory.	
17	Evidence to support the application is paper based. In the event that clarification of evidence is required, the Panel may request a visit or seek additional information.	

Finally, as in any test situation, do please READ THE QUESTION! If you have any queries – check with CALC.

John Duddington LLM

Parish/Town Council of

Panel Chairman

Signed

Clerk to the Council

Date