

Council Name: Haydon Wick Parish Council

Date of application: 25.10.22

Award level applied for: Gold Award

Local Council Award Scheme application form

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders	Yes -	Document
2 Its financial regulations	Yes -	Document
3 Its Code of Conduct and a link to councillors' registers of interests	Yes -	Document Signposting to webpage - Attached
4 Its publication scheme	Yes -	Document
5 Its last annual return	Yes	Scroll to bottom of page: https://haydonwick.gov.uk/finance-audit/
6 Transparent information about council payments	Yes	Site Document-monthly payments Both refer to all monthly payments button to download
7 A calendar of all meetings including the annual meeting of electors	Yes	Events Calendar Parish Meeting Agenda 2022
8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	Council Meetings Sub- Committee- Agenda for Personnel Sub-Committee Chairs & Strategic
9 Current agendas-	Yes	Council meetings table
10 The budget and precept information for the current or next financial year	Yes	Website page
11 Its complaints procedure	Yes -	Document
12 Its accessibility statement	Yes	Document
13 Its privacy notice	Yes	Document
14 Council contact details and councillor information in line with the Transparency Code	Yes	Website Page Signposting to webpage - Attached
15 Its action plan for the current year	Yes	Document

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16 Evidence of consulting the community	Yes	Web Page Website Page Web page Services & Community
17 Publicity advertising council activities	Yes	Website – News banners Parish Noticeboards, Community Bus posters, Facebook , and Instagram , local Partners- HW Bowls Club , Bests Swindon , Best Trust Allstarz Coaching i.e. Schools, other Parish Councils, Sports Centre
18 Evidence of participating in town and country planning	Yes	Minutes for Planning & Highways committee 2 Councillors attending Swindon Local Council Forum and reporting back. PH 020-021. Councillors also attend Local Authority planning meetings.

19 A risk management scheme	Yes -	Financial & Operational Risk Assessment 2022 Document – Main Fire, Health & Safety Policy COVID 19-Documents-Office COVID 19 Document – POS
20 A register of assets	Yes	Document
21 Contracts for all members of staff	Yes	Website Page – Staff Website page – Organisation Chart Sample contract - Attached
22 up-to-date insurance policies that mitigate risks to public money	Yes	Attached
23 Disciplinary and grievance procedures	Yes -	Document Section 2 – Page 31 to 36
24 A policy for training and training and development of and councillors	Yes -	Document
25 A record of all training undertaken by staff and councillors in the last year	Yes -	Attached
26 A clerk who has achieved 12 CPD points in the last year	Yes	Attached

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1 Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes	Website page of meetings
2 A Health and Safety policy	Yes - webpage	Document
3 Its policy on equality	Yes - webpage	Document Employee Handbook Pages 37-38
4 Councillor profiles	Yes	Website Page
5 A community engagement policy involving two-way communication between council and community	Yes	Community Engagement Policy Attached Communications Plan Attached 3-year community led plan @HWPC Community Matters – links to the policies page and consultation Community Participatory Budgeting scheme carried out annually called Community Choices
6 A grant awarding policy	Yes – webpage	Policy Documents Grants Awarded Grant Information
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes	Annual Parish Meeting (or Assembly) held in March each year – link to the minutes. During Covid we held a virtual APM which proved very popular with lots of engagement Site to APM minutes APM Roundup Presentation -

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		Attached
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	Yes	Document – 3 Year Budget Action Plan Report Attached Action Plan 2022_2025 Action Plan Slides – The @HWPC Community Led Plan is aligned to the 3-Year Budget. The report and action plan shows the level of community engagement undertaken.
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	Yes	Annual Report 21-22 – shared with community following the Annual Parish Meeting, handed out at events such as Jubilee and Allotment Plot Holders meeting etc. News page Example on news page of Consultation Annual Parish Meeting 2022 minutes & Presentation Roundup Attached Memory Café & Facebook Attached Precept & Facebook Attached
10 Evidence of helping the community plan for its future	Yes	Community Led Strategy @HWPC Your Community Matters 3 Year Community led Plan Facebook Attached Participatory Budgeting Community Choices Report , Community Choices Meeting report Update Community Choices & Facebook Attached

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11 a scheme of delegation (where relevant)	YES	Document
12 at least two-thirds of its councillors who stood for election	Yes	Latest - May 2021 2019 – Haydon End (uncontested) 2019 – Haydon Wick (contested)
13 an annual report that is actively shared with the community	Yes - webpage	Annual Parish Meeting 2022 minutes https://haydonwick.gov.uk/annual-parish-meeting/ https://haydonwick.gov.uk/wp-content/uploads/2020/11/Annual-report.pdf shared with community following the Annual Parish Meeting, handed out at events such as Jubilee and Allotment Plot Holders meeting etc. And Attached
14 Evidence of a customer service in how the council handles correspondence with the public	Yes -	Contact Us Dedicated TidyUp@haydonwick.gov.uk email for open spaces queries Complaints Policy document Customer Service Statement - Attached
15 a qualified clerk	Yes	BA (Hons) Music & Media Industries Management. Community Governance FdA CILCA Fellow of SLCC
16 a formal appraisal process for all staff	Yes	Attached
17 a training policy and record for all staff and councillors		Attached Policy



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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 -	Document – Budget document Attached - 2022-2025 Action Plan with budget allocation, links to Officer and Committee ownership for committee meeting scrutiny and staff appraisals. See how it responds to community engagement via the Action Plan Report and Presentation
2	- An annual report, online material, news bulletins and other council communications with evidence of		News page Example on news page of Consultation Annual Parish Meeting 2022 minutes & Presentation Roundup Attached Memory Café & Facebook Attached Precept & Facebook Attached https://haydonwick.gov.uk/wp-content/uploads/2020/11/Annual-report.pdf shared with community following the Annual Parish Meeting, handed out at events such as Jubilee and Allotment Plot Holders meeting etc. And Attached
a	engaging with diverse groups in the community using a variety of methods		Community Choices Report, Community Choices Meeting report Update Community Choices @HWPC Your Community Matters 3 Year Community led Plan. & Facebook Attached
b	community engagement influencing council activity and priorities		Community Choices Report, Community Choices Meeting report Update Community Choices @HWPC Your Community Matters 3 Year Community led Plan. & Facebook Attached

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c	A wide range of council activities, including innovative projects, that produce positive outcomes for the community		Community Bus Community Choices survey Living Magazine Christmas Cards & Parcels Community Grants Haydon Wick Heroes Memory Café Volunteering Youth Forum/Events
d	co-operating constructively with other organisations	Yes	Website – News banners Parish Noticeboards, Community Bus posters, Facebook , and Instagram , local Partners- HW Bowls Club , Bests Swindon , Best Trust Allstarz Coaching i.e. Schools, other Parish Councils, Sports Centre and local charities including Ukraine refugee support .
Criteria		Do you meet these criteria?	Have you provided these to the accreditation panel?
3	Ensures that the council delivers value for money	Yes	Financial Authorisations Policy Procurement Policy Value for Money Statement - Attached
4	Provides leadership in planning for the future of the community	Yes	Leadership in Planning for future of community Attached Crime leadership Attached
5	Engages with the community on issues related to the environment and climate change	Yes	Engages with community on issues related to the environment and climate change statement Attached Document – CD 062 – NALCs Climate in Action submission. Wildflowers Tree & Bulb Planting Working Party – Attached Community Bulb Planting
6	Manages the performance of the council as a corporate body	Yes	Attached
7	Manages the performance of each individual staff member to achieve its business plan	Yes	Attached

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