

**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee  
to be held at 7.00pm on Tuesday 14th July 2015  
in the Council Chamber, Town Hall, High Street, Shaftesbury**

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**Local Council Award Scheme Update**

**1. Purpose of Report**

To provide an update on the criteria for the Foundation level of the Local Council Award Scheme.

**2. Recommendation**

That the Committee notes progress against the criteria for the Foundation level of the Local Council Award Scheme.

**3. Background**

3.1. The Committee at its meeting on 9th June 2015 resolved to endorse the intention to apply for the Foundation Award under the Local Council Award Scheme.

3.2. Registration for the scheme was submitted on 26th May 2015, and registration was confirmed on 10th June 2015.

3.3. An action plan with outstanding criteria is **Appendix A** of this report.

3.4. The Award Scheme checklist completed to date is **Appendix B** of this report. This checklist will be submitted when all criteria are met.

**4. Financial Implications**

No financial implications

**5. Legal Implications**

None

End.

Barbara Carter

Compliance and Information Officer

**Appendix A****Local Council Award Scheme****Foundation Level****Registration form submitted 26<sup>th</sup> May 2015****Registration confirmed 10<sup>th</sup> June 2015****Action Plan**

<b>Outstanding Item</b>	<b>Action</b>	<b>Who</b>	<b>Progress</b>	<b>Plan Updated</b>	<b>Completed</b>
Expenditure transactions	To be put on website	BC	Prepared and ready to upload	21/05/15	21/05/15
Standing Orders	New SO's to be put on website	CC  BC	Adopted at FC on 19/05/15  Email to CC 21/05/15  To upload when received from CC  Ready for upload 09/07/15	21/05/15	09/07/15
Financial Regulations	New Fin Regs to be put on website	CC  BC	Adopted at FC on 19/05/15  Email to CC 21/05/15  To upload when received from CC  Ready for upload 09/07/15	21/05/15	09/07/15
Annual Return	2014/15 Annual Return to be put	SH	Annual governance	21/05/15	

	on web site	SH/RT BC	statement not approved on 19/05/15 To RT for signature Link to draft Annual Return resolved at the Annual Meeting on 19/05/15 on How we Operate page	29/05/15 02/07/15	09/07/15
Action Plan for 2015/16	To be put on website	SH BC	Internal Project Plan prepared – check with SH what to upload To upload when public version available	21/05/15	
Adopted Asset Register	To be put on website	BC	Adopted at FC on 19/05/15	21/05/15	21/05/15
Contracts for all members of staff	To be confirmed by resolution at Full Council	SH		21/05/15	
Policy for training new staff and councillors	Policy to be confirmed by resolution at Full Council	SH	Draft policy prepared 29/05/15 On FC Agenda 28/07/15	21/05/15 01/07/15	
Record of all training undertaken by staff and councillors in the last year	To be confirmed by resolution at Full Council	BC	Log prepared 02/06/15 Log Completed 07/07/15 Information requested	21/05/15 07/07/15 29/05/15	

			from staff 02/06/15  BC training added to log 02/06/15  Received from TM 04/06/15  02/06/15 - Awaiting from SH for new Cllrs  02/06/15 - Awaiting from CC – received 30/06/15  On FC Agenda 28/07/15	05/06/15  01/07/15  04/06/15  30/06/15  06/07/15	
12 CPD points for the clerk	SH to provide  To be confirmed by resolution at Full Council	SH	CPD points achieved 09/07/15  On FC Agenda 28/07/15	21/05/15  09/07/15	

Report to Full Council on 28 <sup>th</sup> July 2015, to resolve documentation to be published online and other policies and documents	Prepared by BC 02/07/2015  On FC Agenda 28/07/15	
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