

CLEANER						
Issue	Solution	Who responsible?	Started?	Resource implication £	Additional info	outcome
Dog fouling on footpaths	"We're watching you campaign"	Civic and Support Officer and Environment committee	YES	Minimal £100 signage	5 signs erected at pre-agreed locations Education/ threat of repercussions/ conscience pricked	More dog mess cleared up properly
Dog poo bags accessible and easily available	Each dog poo bag station to be stocked	Town Council agreed to adopt this responsibility	YES	Minimal £50 per 1000	Eleven bag stations identified: some missing	More dog poo disposed of correctly
Single use plastic discarded in the streets	Plastic Free Broadstairs campaign	Town Council in partnership with Surfers against Sewage	YES	minimal	Change in law 1 Oct 2023. Takeaways banned from using certain items. KCC Trading Standards to enforce.	Reduction in plastic litter discarded in the street
Verges look neglected	Additional litter picks to be established in every ward	BSPTC Environment committee. Individual councillors	YES	nil	Paperwork complete September 2023. Project is ready to go. Four picks arranged and publicised for autumn 2023	Pride in local area returns, less litter lying around
Areas of land unkempt and unsightly	Encourage strategic planting. Rewilding, meadows instead of grass	Kent Highways	YES	Minimal Kent Highways	Osborne Road to be pilot project	Increased bio-diversity. Fewer poorly mowed, unattractive verges
Single use water bottles	Town council to assume some level of responsibility	BSPTC and other agencies	YES	Considerable: to be considered under detailed budgets	Land at Bromstone Roundabout Wimpey estate Victoria Gardens	Increased bio-diversity. Pride increased in local area. More attractive surroundings
	Town Council to investigate installation of free to use water bottle filling station.	BSPTC Environment Committee	YES	£3500 budgeted	Talks with TDC officer responsible	Reduction in number of discarded plastic bottles

	Water refill project around shops	Chamber of commerce, Surfers against sewage				Reduction in number of discarded plastic bottles
Litter in residential streets	Adopt a street campaign: Everyone responsible for the patch immediately in front of their property.	Town Council/ local residents/ local businesses/ individual councillors		Minimal. Social media campaign and councillor led?		Less litter in residential and commercial areas
Graffiti on street furniture	Public art to decorate Exchange boxes Mapping exercise to ascertain hot spots for removal	Town Council/ local artists and owners of infrastructure		£2000 already ringfenced Nil – councillors and staff to undertake		Increased pride in local area Less graffiti attracts less graffiti
Coaches idling in Vere Road car park	Town Council to erect signage to discourage?					Air and noise pollution reduced
Vehicles idling outside shops and schools	Town Council to encourage schools to run campaigns					Air and noise pollution reduced

SAFER

Issue	Solution	Who responsible?	Started?	Resource implication	Additional info	outcome
Accessibility	Improve access across Viking Bay	TDC and BSPTC partnership	YES	£16k pledged on top of £25k gift from Southern Water	Completed July 2023	Increased access to the sands and across the bay. Renewed pride
Lighting	Improvement to infrastructure on promenade Viking Bay	TDC and BSPTC	YES	£50,000 pledged		Improvement to visual amenity. Area becomes accessible at night. Perception of crime reduced.
Young people afraid to go out	More youth activities	BSPTC	YES	£1000 seed funding granted from mayoral/civic budget		Young people have a warm, safe space to spend time
ASB on the beaches	Private beach security patrols at peak times	BSPTC and private provider	YES	£25,000 budgeted 23-24		Perception of crime reduced. ASB stopped before it starts.
Speeding vehicles	Community Speedwatch	BSPTC	YES	£3000 for SID and training Officer assigned to start the process		Vehicles travelling at more appropriate speeds in built up areas.
Don't know neighbours	20 mph campaign. Better signage in existing areas Community events	Kent Highways (KCC) BSPTC BSPTC and organisations in partnership	Research stage	Meeting with KCC Highways Steward to discuss possibilities £3000 in draft budget 2024-25 for a new community event		Vehicles travelling at more appropriate speeds in built up areas. Community cohesion. Pride in the place we live.
First aiders	Campaign to publicise first aiders in each business					
Traffic and congestion	Raise awareness of free parking in St Peter's Park road car park on Saturdays	BSPTC		minimal		Reduce congestion. Reduce air and noise pollution.

KINDER						
Issue	Solution	Who responsible?	Started?	Resource implication	Additional info	outcome
Young people blamed for ASB but have little diversion	Provide opportunities. Youth events at Retort House	BSPTC and Schools liaison Councillor	YES	£1000 vired from Town Mayor's budget for set up costs September 2023		Young people feel valued, engaged with what's going on.
	Engage with young people: link with youth groups	BSPTC events team and Schools Liaison Councillor	YES	Nil		Young people take an interest in civil life, citizenship and being part of a wider community
	Engage in schools	Schools Liaison Councillor	YES	Nil – councillor time only	Visit from St George's School Friday 6 October Visit to Dane Court School 2 October	Young people become interested in democratic process, championing their own causes, being counted and accountable
Support local people feeling the cost of living crisis	Free to attend Summer events Pierremont Theatre, Punch and Judy, Bandstand concerts	BSPTC	YES	£24,000		Broadstairs maintains it wide offering of diverse visitor attractions.
	Free to attend winter events Christmas Event Christmas tree and Christmas lights November Fireworks	BSPTC	YES	£27,000		Residents fell valued and appreciate their town and all it can offer.
	Community Payback team: continue to engage	BSPTC	YES	£3000 spent per annum 2021-24		Local amenities maintained to high quality by local people giving something back
	Promote use of public transport	KCC TDC BSPTC				Less congested town centre. Noise and air pollution reduced

	Hedgehog boxes and bird boxes provided free of charge to members of the public	BSPTC Environment Committee	YES	£25 per house		Environmental measures to improve bio-diversity
	Continue to support local groups and organisations by means of grants and sponsorship scheme.		YES	£60,000 in budget for current year. Potential increase in 2024-25 draft budget		Local groups able to offer a wide variety of year round entertainment and amusement
Older people often feel overlooked, lonely, ignored	More benches	BSPTC	YES	Approx £600 per bench. Town Council's own staff install	St Peter's Court x1	Benches give a place to congregate and chat to combat loneliness
	USA to be better publicised by Community and Council					Wide variety of opportunities available in the town for all ages
	Dementia Awareness training for councillors and staff					Understanding our neighbours and local community to get the best out of life in a small town.
Volunteering: Great support groups and volunteering opportunities exist but they are not always well publicised	Community WhatsApp group to encourage each other to help to be kinder and to promote helping each other	Community BSPTC to promote				Creating networks of like-minded people who can work together to achieve common aims.
	Encourage local companies to give volunteer hours to the community					More people understand the sense of gratification in giving one's time to help others

DRAFT

	Celebrating volunteering day/night/week to sign up new vols and raise awareness of what's going on.	BSPTC could provide similar to Coronation event			Providing opportunities for people to network and connect, find volunteering opportunities and publicise their work all in one place.
	Protect local treasures, amenities, historic pubs and shops . Have access to cooperative ownership	BSPTC, TDC, KCC all community organisations			Celebrate local heritage and appreciate other organisations.



LOCAL COUNCIL
AWARD SCHEME

|nalc

A guide to the Local Council Award Scheme

THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

Published by National Association of Local Councils (NALC)

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A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
- It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

■ The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

■ The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.

■ The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities; giving grants to community groups; the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.

■ Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.

■ The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.

■ Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.

■ A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

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

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14

Two thirds

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the council's commitment to customer service.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria. It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none"> — Engaging with diverse groups in the community using a variety of methods — Community engagement influencing council activity and priorities — A wide range of council activities, including innovative projects, that produce positive outcomes for the community — Co-operating constructively with other organisations 	

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

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.
- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.
- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real[®] or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

1. The council registers its intention to apply for a specified award online at www.nalc.gov.uk/localcouncilawardscheme
2. Contact NALC at icas@nalc.gov.uk or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application

to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by

the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines

how often an accreditation process occurs,

or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met: from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion

over the detail of how they organise the accreditation process.

In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator.

The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.
- If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.¹

The accreditation fee² varies according to:

- The award applied for
- The income of the council
- The council's accreditation history.

¹ All figures quoted are excluding VAT.

² The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee (to double the figures quoted in this grid).

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME £25,000 OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

**Pierremont Hall refurbishment Phase III
Town Clerk's report to Council 30 October 2023**

Following extensive research and site visits the Facilities Manager has identified a building consultant whom he considers able to carry out the works to the required standard; TMD Building Consultancy Limited, based in London N1.

The proposal from Daniel Quinlan, Director of the company is as follows: -

Pierremont Hall, Broadstairs - Basement Works

Further to our recent meeting on site, I am pleased to set out our fee proposal for TMD Building Consultancy to act as Designer, Contract Administrator and Project Manager for the above project.

The client brief is for TMD to prepare a schedule of works, specification and drawings for the proposed basement works at Pierremont Hall, Broadstairs. A summary of the works being:

- Damp proofing and tanking works to the basement.
- Fire compartmentation to the basement.
- Address structural concerns regarding existing beams.
- Convert vacant basement area into an office, including a fit out.
- Enhancement works to external area where it approaches new basement offices.
- Fire door replacement works throughout building – as per separate fire risk assessment.

We understand that the intention is to tender the works to 3 or 4 no. main contractors to obtain competitive quotations. Once we have the tender quotations, we shall make recommendations to the client on appointment of a contractor for the works. The works would then be procured under a JCT Contract with TMD as the Contract Administrator, Project Manager and Designer.

Our role shall include the following.

Pre Contract Scope –

1. Agree the brief with client.
2. Attend the property with the main contractor to inspect the various areas.
3. Prepare specification Schedule of Works listing full scope of repair works required.
4. Liaise and manage project team, inc design team meetings.
5. Prepare proposed design drawings using existing drawings provided by client.
6. Prepare JCT contract preliminaries (detailing the contract requirements/terms).
7. Prepare NBS Specification for workmanship and material clauses and standards.
8. Collate CDM Regulations Pre Construction Health & Safety Plan and undertake the role of Principal Designer on behalf of the client under Construction Design & Management Regulations 2015.
9. Review final schedule of works with the client and undertake any edits to final form.
10. Collate and issue tender information comprising JCT Contract prelims, Schedule of Works, NBS , CDM Pre Construction information, any appendices of product literature, and form of tender.
11. Assess the tender returns and provide a tender report and recommendations to the client on contractor appointment and next steps.

Post Contract Scope –

12. Preparation and issue of a Letter of Intent appointing the contractor (following client instruction).
13. Preparation of Health & Safety Executive F10 notification and review of contractor Health & Safety plan.
14. Collating and preparing JCT contracts for execution by the contractor/client (a contract is then held by each party).
15. Contract Administration of the works through to completion including regular site visits to inspect works, issuing instructions to the contractor and valuing the works in accordance with the building contract terms.
16. Negotiating and reviewing the contractor final account.
17. Preparation and issue of contract certificates including certificates for payment and certificate of completion.
18. Attending site at the contract rectification period expiry to inspect works and collate list for any making good prior to retention (2.5% of final account) release to contractor.

Our fee will be charged as a percentage of the cost of the works. Our standard sliding scale is noted below : ***See attached for full breakdown***

- **£250,000 – £500,000 – 11% cost of the works / reasonable disbursements(travel)**
- **£500,000 – £750,000 – 10% of the cost of the works excluding VAT**
- **£750,000 – £1m – 9% of the cost of the works excluding VAT**

I propose that our fee is invoiced in the following stages:

- Up to preparation of specification and tender documents : 40% of overall fee
- Up to completion of negotiation with main contractor : Further 10% of overall fee
- Post Contract stage : Remaining 50% of overall fee (to be paid on a pro rata monthly)

If the project is terminated between these stages then we would look to charge a reasonable percentage for the level of work completed at the date of termination. Please see attached our terms of business.

The works will also require a Principal Designer under CDM Regulations. If you have a preferred Construction Design & Management Principal Designer, please advise and we will liaise, or TMD can act as CDM Principal Designer and I suggest a fixed fee at **£1,500.00 + VAT.**

Site Monitoring

The above fee proposal includes for a site meeting/inspection every 2 weeks. I note your request for a clerk of works role whilst the works are on site. Given the nature of works being undertaken and the anticipated value of the works, we would advise that the role of a clerk of works would be cost prohibitive and we do not believe this role is needed for a project of this type. A possible middle ground could be that we increase our site inspections to weekly. For weekly site inspections, this would incur an additional circa £800 per week during the project. Say the project is 12 weeks on site, this would equate to an additional £9,600. If you were to proceed with a clerk of works, a competent clerk of works would be looking at anywhere between £1,000 to £1,500 per day whilst the works are on site.

M&E Services

You will appreciate we are not Mechanical & Electrical services consultants. Therefore, for the basement office fit out you have the option of either appointing a separate M&E services consultant (we can recommend a company) to review and appraise the existing services, and design/specify the proposed services. The alternative to this is that you place the services design on the main contractor's design responsibility. The latter presents the greater risk in terms of cost and programme. Please can you review this and let me know your preference.

Structural

Due to the concerns raised regarding the existing structural beams within the basement, it would be advisable that we involve your previous structural engineer in any remedial works for the specifying and reviewing the structural works. If you can provide their details, we can obtain a fee proposal.

Building Regulations

The works will require Building Regulations approval and we can obtain a quotation from an Approved Inspector for this role. An Approved Inspector provides the same role as a Building Control officer, but the difference is they are a private company rather than the local authority.

Planning & Listed Building Consent

The building is Grade II Listed and therefore Listed Building Consent and planning approval will be required for the internal and external alterations. It is vital this is obtained prior to the works starting. I note there are several recommendations in the fire risk assessment, including replacing the doors. Please note, despite the fire safety recommendations, these works can only be undertaken with Listed Building Consent and there is a possibility that the conservation officer may not allow the original doors to be replaced. This is something which will need to be discussed and reviewed with the conservation officer. If time permits, a pre-app may be beneficial for you so we can discuss the proposed works with the local authority prior to submitting the formal application.

For our role in preparing the applications, design & access statement, a brief heritage statement, drawings and submitting on the client's behalf, our shall be as follows:

- Pre-App : **£1,500.00 plus VAT & planning fee with local authority**
- Planning and LBC Application : **£2,500.00 plus VAT & planning fee with local authority**

Measured Survey Drawings

For the proposed basement office works, it is recommended that you have accurate scaled drawings of the basement (in AutoCAD format) to ensure the proposed design is based on accurate floor plans and dimensions. It may be that you have these, which will need to be shared with the project team for the proposed design to be prepared. If there are no accurate AutoCAD drawings available, we would recommend that a measured survey is commissioned of the basement area. We can obtain quotations on your behalf from companies which we have used previously.

I hope the above is satisfactory and I look forward to your valued instruction. If instructed, I shall prepare an RICS Short Form of Appointment for signing. Alternatively, we would be happy to review a bespoke appointment document from RO's solicitors.

Please see link to our website detailing previous projects which we have managed and designed: <https://www.tmdbc.co.uk/projects>

Lastly, please see attached our standard terms of business.

Kind regards,



Daniel Quinlan

Director
for TMD Building Consultancy Ltd

tel: 020 7636 6833
mob: 07703 179 748
ddi: 0208 076 8703

One Bridge Wharf - 156 Caledonian Road - London - N1 9UU

www.tmdbc.co.uk



@TMDSurveyors



TMD Building Consultancy Ltd



TMD Building Consultancy

Quality Assured: ISO9001:2015 | ISO14001:2015 | ISO 45001:2018



TMD Building Consultancy Ltd is a company registered in England, Company No. 2603992
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A working group comprising Cllrs K Bright, M Garner, A Munns and G Rusiecki (Community Assets Committee min 81iii) has met online with Mr Quinlan. A subsequent meeting in person had to be cancelled at short notice due to illness.

Action required:

- i) Does the working party feel it has enough information to make a recommendation to Council?**
- ii) If so, does Council wish to accept the recommendation?**

AUGUST 2019

LTN 33 | COUNCILLORS' ALLOWANCES

Introduction

1. This Note will consider the payment of allowances to local council chairmen and the different types of allowances that can be paid to councillors generally. The relevant law for England is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") and for Wales in the Local Government (Wales) Measure 2011 ("the 2011 Measure"). Unless otherwise stated statutory references are to the 2003 Regulations.

The Parish Basic Allowance

2. A local council is able to pay a parish basic allowance ("PBA") for each year to its chairman only or to each of its *elected* members (Regulation 25). The amount payable to the chairman may differ from that of other members but otherwise the sum shall be the same for each member.
3. The PBA is not a salary. It is a figure, which is calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also not to reimburse individual councillors for specific expenses. Travelling and subsistence allowances are treated separately (see paragraph 7 below). There is no set figure and amounts may differ according to local factors.
4. Regulation 25 (6) provides that as soon as reasonably practical after setting the levels at which the PBA is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information –
 - a. any recommendation in respect of PBA made by the parish remuneration panel (see below);
 - b. the level or levels at which the authority has decided to pay PBA and to which members it is to be paid; and
 - c. a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

5. The council must keep a copy of the information referred to in the notice available for public inspection on reasonable notice (Regulation 25 (7)).
6. The 2003 Regulations also require a notice to be published when the report of the parish remuneration panel is made to the council (Regulation 30). It may be possible for the two separate requirements to be satisfied by the publication of one notice with the proviso that it contains all of the required information and timescales allow it to be dealt with in this manner.

Parish Travelling and Subsistence Allowance

7. Regulation 26 permits a local council to pay to both elected and co-opted members allowances in respect of travelling and subsistence. This includes an allowance in respect of travel by bicycle or other non-motorised form of transport undertaken or incurred in connection with the performance of any duty within the following categories -
 - a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
 - b) the attendance at a meeting of any association of authorities of which the council is a member;
 - c) the performance of duties in connection with a tender process;
 - d) the performance of any duty which requires the inspection of any premises;
 - e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

Recommendations

8. Regulation 25 (2) and Regulation 28 provide that where a local council proposes to pay the PBA, it must have regard to the recommendations which have been made in respect of it by the parish remuneration panel in setting the level of that allowance. The same requirement is not specified within Regulation 26 and so on face value it would appear that the council can set the level of travelling and subsistence allowance without reference to the panel. However in NALC's view it would be

appropriate for councils to also take the view of the parish remuneration panel into account.

Parish Remuneration Panel

9. Regulation 27 states that a parish remuneration panel may be established by a responsible authority (which is defined as a district or unitary county council). In some areas panels will not be set up as there is no duty to do so. The implication is that the panel is established when a request to do so is made by an appropriate local council. The process of making such a request is not specified within the 2003 Regulations and how this is achieved in practice will differ around the country.
10. The expenses of the parish panel are to be met equally by those local councils in respect of which recommendations are made (Regulation 27(4)). Although the 2003 Regulations are not specific, it may be assumed that the cost is spread between those local councils that actually make a request.
11. Regulation 28 provides that when convened, a parish remuneration panel will produce a report making recommendations as to -
 - a) the amount of PBA payable to members of the local council (the council must take this into account in setting the agreed level);
 - b) the amount of travelling and subsistence allowance payable (see above comments on taking this into account) ;
 - c) whether the PBA should be payable only to the chairman of the council or to all of the elected members;
 - d) if the PBA is to be paid to all members whether the level to be paid to the chairman should be higher and if so, what that higher figure should be;
 - e) the responsibilities or duties in respect of which members should receive the travelling and subsistence allowance.
12. A copy of this report is sent to each council about which recommendations have been made.

Levels of Allowances

13. Regulation 29 enables the parish remuneration panel in making its recommendations, to apply the same level to all the local councils for

which it was established or else recommend different levels for different councils.

14. The parish remuneration panel shall express its recommendations as to the level of PBA both as a percentage of the sum that an independent remuneration panel has recommended for principal authorities (this figure can be 100%) and as a monetary figure.

What to do after receiving the recommendation?

15. Regulations 30 and 31 provide that as soon as is reasonably practicable after receiving the report from the parish remuneration panel, the council must -
 - a) ensure that copies are available for public inspection on reasonable notice;
 - b) publish a notice in a conspicuous place for a period of at least 14 days which:
 1. states that it has received the recommendation
 2. describes the main recommendations and specifies the recommended amounts of each allowance and
 3. states that copies of the panel's report are available for inspection upon giving reasonable notice and give details of how a request to inspect should be given.
16. A reasonable fee can be charged for the provision of a copy of the report.
17. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can be charged.
18. At the end of a year (which means any period of 12 months ending on 31 March in any year), the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid in the year to each councillor in respect of the PBA and for the parish travelling and subsistence allowance.

Election to Forgo an Allowance

19. Regulation 32 enables a member to elect in writing to the proper officer that he or she wishes to forgo all or any part of their entitlement to the above allowances.

Recovery of Payments Made

20. Regulation 25 (8) provides for the recovery of allowances already paid to a member. An authority may require that where payment of PBA has already been made in respect of any period during which the member concerned ceases to be a member of the authority or is in any other way not entitled to receive the allowance in respect of that period,

Chairman's Allowance

21. S.15 (5) of the Local Government Act 1972 (s.34 (5) for Wales) remain in force. This enables a local council to pay its chairman for the purpose of enabling him/ her to meet the expenses of his/ her office such allowance as the council thinks reasonable. This means that councils can make this payment without the need to refer to the parish remuneration panel.

Dependants' Carer's Allowance

22. In England local councillors are not entitled to claim this allowance under the 2003 Regulations.

Tax Implications

23. When paying parish basic allowances to elected members, local councils are obliged to deduct income tax. HM Revenue & Customs ("HMRC") treats all councillors equally so local councillors will be subject to tax provisions in the same way as principal authority councillors. There may also be similar considerations with regard to travel and subsistence allowance in certain circumstances. Councils are advised to consult HMRC for guidance on the tax treatment of allowances. Also advice can be requested from NALC's Accounts and Audit Advisor.

Councillors' allowances in Wales

24. Under the 2011 Measure, the Independent Remuneration Panel for Wales prescribes the maximums for community and town councillors' allowances in Wales. Details are published in the Panel's annual reports

and can be found on the Panel's website: <https://gov.wales/independent-remuneration-panel-wales>. Each community/ town council must formally decide to apply the determinations if they decide to pay allowances. If a council does adopt the determinations, members are currently entitled to:

- £150 a year to cover telephone, IT and other costs.
- Up to £1500 for additional duties if mayor, £500 if deputy-mayor or for other roles.
- Reimbursement of travel and subsistence costs when on official business
- A financial loss allowance
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month (including formal and informal carers, e.g. babysitters for council meetings when no one else is available to care for a councillor's child(ren).

Councils should consult HMRC for taxation questions.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
11	Celebrations and Similar Events	Sets out how chairmen may use their allowance in respect of celebratory events