

16 November 2022

<p><b>The Council confirms by resolution that all documentation and information is in place for a specified award</b></p>	<p>Does the council meet this requirement?</p>	<p>Hyperlink to council resolution:</p>
<p><b>Criteria</b></p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p>
<p>1 Its standing orders</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>2 Its financial regulations</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>3 Its Code of Conduct and a link to councillors' registers of interests</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p> <p>Additional weblink to be added</p>
<p>4 Its publication scheme</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>5 Its last annual return</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/auditannual-returns-202122">https://www.bletchleyfennystratford-tc.gov.uk/auditannual-returns-202122</a></p>
<p>6 Transparent information about council payments</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/monthly-financial-reports">https://www.bletchleyfennystratford-tc.gov.uk/monthly-financial-reports</a></p>
<p>7 A calendar of all meetings including the annual meeting of electors</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/transactions-over-ps500">https://www.bletchleyfennystratford-tc.gov.uk/transactions-over-ps500</a></p>

8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/council-meetings">https://www.bletchleyfennystratford-tc.gov.uk/council-meetings</a>
9	Current agendas	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/council-meetings">https://www.bletchleyfennystratford-tc.gov.uk/council-meetings</a>
10	The budget and precept information for the current or next financial year	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/current-budget">https://www.bletchleyfennystratford-tc.gov.uk/current-budget</a>  Precept link to be added
11	Its complaints procedure	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a>
12	Its accessibility statement	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/accessibility">https://www.bletchleyfennystratford-tc.gov.uk/accessibility</a>
13	Its privacy notice	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/privacy-policy">https://www.bletchleyfennystratford-tc.gov.uk/privacy-policy</a>  additional link to policy
14	Council contact details and councillor information in line with the Transparency Code	Yes	<a href="https://bletchleyfennystratford-tcintranet.moderngov.co.uk/mgMemberIndex.aspx?bcr=1">https://bletchleyfennystratford-tcintranet.moderngov.co.uk/mgMemberIndex.aspx?bcr=1</a>
15	Its action plan for the current year	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23%20Delivery%20Plan%20V2.pdf">https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23%20Delivery%20Plan%20V2.pdf</a>
16	Evidence of consulting the community	Yes	Add annual survey outcome link etc
17	Publicity advertising council activities	Yes	Newsletters and social media
18	Evidence of participating in town and country planning	Yes	Town Council meeting minutes and data

<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?	Hyperlink to council resolution:
<b>Criteria</b>	Do you meet these criteria?	Where are these published? Can they be provided electronically?

Bletchley and Fenny Stratford Town Council

19	A risk management scheme	Yes	Not published online, can be provided electronically
20	A register of assets	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/asset-register">https://www.bletchleyfennystratford-tc.gov.uk/asset-register</a>
21	Contracts for all members of staff	Yes	Not published online, can be provided electronically
22	up-to-date insurance policies that mitigate risks to public money	Yes	Not published online, can be provided electronically
23	Disciplinary and grievance procedures	Yes	Not published online, can be provided electronically
24	A policy for training and training and development of and councillors	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a>
25	A record of all training undertaken by staff and councillors in the last year	Yes	Not published online, can be provided electronically
26	A clerk who has achieved 12 CPD points in the last year	Yes	Not published online, can be provided electronically



<p><b>The Council confirms by resolution that all documentation and information is in place for a specified award</b></p>	<p>Does the council meet this requirement?</p>	<p>Hyperlink to council resolution:</p>
<p><b>Criteria</b></p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p>
<p>1 Draft minutes of all council and committee meetings within four weeks of the last meeting</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/council-meetings">https://www.bletchleyfennystratford-tc.gov.uk/council-meetings</a></p>
<p>2 A Health and Safety policy</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>3 Its policy on equality</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>4 Councillor profiles</p>		<p>To be added by 22/11/2022</p>
<p>5 A community engagement policy involving two-way communication between council and community</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>6 A grant awarding policy</p>		<p>To be adopted 22/11/2022</p>
<p>7 Evidence showing how electors contribute to the Annual Parish or Town Meeting</p>	<p>Yes</p>	<p>Minutes link to be added</p>
<p>8 An action plan and related budget responding to community engagement and setting out a timetable for action and review</p>	<p>Yes</p>	<p>Annual delivery plan and budget</p>
<p>9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins</p>	<p>Yes</p>	<p>Link to annual reports, news letters and news items</p>
<p>10 Evidence of helping the community plan for its future</p>	<p>Yes</p>	<p>Bletchley and Fenny Stratford Neighbourhood Plan activities to be linked</p>



<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?	Hyperlink to council resolution:
<b>Criteria</b>	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23Scheme%20of%20Delegations.pdf">https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23Scheme%20of%20Delegations.pdf</a>
12 at least two-thirds of its councillors who stood for election	Yes	Minimum of 14 elected members required, Currently 4 co-optees and one casual vacancy Election notices to be provided
14 an annual report that is actively shared with the community	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/annual-report">https://www.bletchleyfennystratford-tc.gov.uk/annual-report</a>
15 Evidence of a customer service in how the council handles correspondence with the public	Yes if policy adopted 22/11/2022	
16 a qualified clerk	Yes	On personnel record
17 a formal appraisal process for all staff	Yes	Can be provided electronically
18 a training policy and record for all staff and councillors	Yes	Can be provided electronically



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 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	Partly	Medium term financial plan in place but a fuller business plan needed
2 An annual report, online material, news bulletins and other council communications with evidence of	At least partly	
a engaging with diverse groups in the community using a variety of methods		Events, social media, pop ups, surveys etc
b community engagement influencing council activity and priorities		Albert St Wcs, more examples needed perhaps
c A wide range of council activities, including innovative projects, that produce positive outcomes for the community		Well-being, partnerships
d co-operating constructively with other organisations		Partnerships, etc

<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?	Hyperlink to council resolution:
<b>Criteria</b>	Do you meet these criteria?	Have you provided these to the accreditation panel?
3 Ensures that the council delivers value for money	Yes	Procurement policy etc Evidence of tendering process
4 Provides leadership in planning for the future of the community	Yes	Neighbourhood Plan, Town Deal involvement
5 Engages with the community on issues related to the environment and climate change	Need more activity	
6 Manages the performance of the council as a corporate body	Partly	Governance documents, training etc might need to produce evidence of internal reviews of performance
7 Manages the performance of each individual staff member to achieve its business plan	Yes	Individual objectives are set in line with corporate priorities and delivery plan