RPO – Resolution at full council meeting that it publishes online & meets requirements of lower award -
R – Resolution at full council meeting that it has -
RS – Resolution at full council meeting that it has prepared (1 page max) statements to submit to Panel -

Foundation	
Criteria	**Notes**
Standing Orders and Financial Regulations (RPO)	Model documents can be used but make sure they are tailored to the council. Make sure that financial regulations or standing order describe financial procedures for making contracts and internal controls. Demonstrate compliance with: • Local Government Act 1972 (notice periods and delegations to committees and clerks). • Openness of Local Government Bodies Regulations inc. media policy which does not restrict engagement with press • The Transparency Code (if applicable to your council. Other policies and procedures must also reflect these two compliance issues. Include date of adoption and next review.
Code of Conduct & Link to Register of Interests (RPO)	The Code of Conduct that the council has adopted must be published. It must comply with relevant law. It should be clear the document has been adopted by the council. The Register of Interests for each councillor can either be published on the council's own website or via a link to the principal authority website.
Publication Scheme (RPO)	This can be the model ICO Publication Scheme document tailored to the council.
Last Annual Return (RPO)	A copy of last Annual Return. It must be an unqualified external auditor opinion (recommendations are okay). From 2017, relevant councils will have to comply with the Transparency Code and do not have to provide an Annual Return but relevant information will be checked on their website.
Transparent Information about Council Payments (RPO)	Transparent and in line with Financial Regulations and statutory proper practices. Panel checks might include meeting minutes, Financial Regulations, Annual Return (if relevant) and compliance with Transparency Code.
Calendar of All Meetings including APM (RPO)	Any format. Inc. Annual Meeting of the Parish/Town Council and Annual Meeting of the Parish/Town and both during relevant statutory period. At least 4 full council meetings per year.
Year of Minutes for Council, Cttees & Sub-Cttees (RPO)	Inc Annual Meeting of the Parish Council. If relevant also post Finance Committee (demonstrating transparency in line with regulations) and Planning Committee (showing procedures for reviewing planning applications are correct). Panel checks demonstrating lawful convening and decision-making and that all meetings allow the public to make representations to the council.
Current Agendas (RPO)	Panel checks demonstrating lawful convening and decision-making and that all meetings allow the public to make representations to the council.
Budget & Precept Info (current or next financial year) (RPO)	Or both. Budgets would *normally* show columns comparing with previous two years. Should include information on income and expenditure (or receipts and payments) and show how precept calculated.
Complaints Procedure (RPO)	Document based on model tailored to council is acceptable.
Risk Management Scheme (R)	Can be tailored model document. **They are not published.**
Register of Assets (R)	Can be tailored model document. **They are not published.**
Contracts for All Members of Staff (R)	Can be tailored model document. **They are not published.**

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Council Contact Details & Councillor Information in Line with Transparency Code (RPO)	Inc. name of clerk and contact details inc. address, phone, email for council as corporate body. Names of councillors and councillor responsibilities (committees etc) in compliance with Transparency Code.
Action Plan for Current Year (RPO)	At least 1 page listing council objectives for current year. Not parish plan but can inc relevant parish plan objectives.
Evidence of Consulting Community (RPO)	I piece of evidence that actively consults and serves community e.g. annual report, web material or news bulletins giving taste of lobbying principal local authorities, grants to community groups, provision of a service or helping at community events. Should comply with Publicity Code. Any form of consultation is suitable inc surveys, online polls, focus groups or public meetings.
Publicity of Council Activities (RPO)	Village magazines, noticeboard, website etc.
Evidence of Participating in Town & Country Planning (RPO)	Council documents evidence participation e.g. commenting on applications or working on a neighbourhood plan. Must be properly convened meetings. Proper delegation to officer is okay.
Disciplinary & Grievance Procedures (R)	Can be tailored model doc. **They are not published.**
Policy for Training New Staff and Councillors (R)	Can be short statement of intent. Comply with guidance and inc date of next review. **This is not published.**
Record of All Training for Staff & Cllrs in Last Year (R)	Must give dates, titles and providers of development activities undertaken by named individuals in the last year. Cllrs should note that they should undertake training on financial management for which they are all responsible. Clerks record should inc CPD evidence allocated according to IDB system. **This is not published.**
Clerk with 12 CPD points in the Last Year (R)	A reasonable assessment based on the national Continuous Professional Development scheme. **This is not published.**