

Theme A – Vision, purpose and community planning

A community and town council provides community leadership. In exercising this role it will benefit from having a clear vision for its community, developed in partnership / consultation with all sections of the community. This will inform council plans, budgets and activities to ensure the council best works with and in the interests of the community.

Statutory obligation

Theme A – Vision, purpose and community planning			
Statement	In place? (Yes/No)	Further information	Comments and actions
The council has a clear vision and plan for its community			
A.1 A vision and purpose statement has been agreed by the council	Yes	Having a clear vision and purpose agreed by all members will help your council in achieving for its community.	
A.2 The council has prepared and published a biodiversity plan and reports on the actions taken to improve biodiversity and promote ecosystem resilience every three years.	Yes	Environment (Wales) Act 2016, Section 6 Councils have a duty to maintain and enhance biodiversity in the exercise of its functions, and must prepare and publish a plan setting out what it proposes to do and report on the actions taken to improve biodiversity and promote ecosystem resilience every three years. See Introduction to the Section 6 Biodiversity and Resilience of Ecosystems Duty ; Environment (Wales) Act 2016 Part 1: Guidance for Section 6 – the Biodiversity and	

Theme A – Vision, purpose and community planning			
Statement	In place? (Yes/No)	Further information	Comments and actions
		Resilience of Ecosystems Duty Frequently Asked Questions ; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting guidance ; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting requirement frequently asked questions ; The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting template ; and The Section 6 Biodiversity and Resilience of Ecosystems Duty: example reporting template . Example plans and reports from the first reporting round: Abertillery and Llanhilleth Community Council ; Llanfoist Fawr Community Council	
A.3 The council has completed an annual report on progress in meeting objectives contained in the local well-being plan	Yes	Well-being of Future Generations (Wales) Act 2015 – Section 40 places a duty on certain community and town councils to take all reasonable steps towards meeting the objectives included in the local well-being plan that has effect in their areas. A community or town council is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three	

Theme A – Vision, purpose and community planning			
Statement	In place? (Yes/No)	Further information	Comments and actions
		financial years preceding the year in which the local well-being plan is published.	
A.4 The council has prepared an annual report	Yes	Local Government and Elections (Wales) Act 2021 – Section 52 From April 2022 community and town councils have a duty to prepare and publish a report about the council's priorities, activities and achievements. Statutory guidance has been issued on the duty to prepare and publish an annual report.	

Theme A – Vision, purpose and community planning – Summary of actions

Summary of actions	By who	By when
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Theme B – Leadership and people

The council should respect the values of openness and transparency and adhere to, and model, the behaviours and standards set for all councillors as contained in the code of conduct. In leading its community, the council should be committed to enhancing its capability and capacity as is commensurate with its range and scale of operations.

Employees are the principal asset of any council and it is important that they are given the trust and respect to perform their roles to their maximum ability within a safe working environment. Training and development of employees is vitally important as well as having appropriate systems in place to provide adequate reward, recognition and accountability within a framework of effective employment policies.

	Statutory obligation
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Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
The council provides leadership to its members and staff			
B.1 The council has adopted a code of conduct	Yes	The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales The council should formally record in minutes that they have adopted a code of conduct based on the model code of conduct.	
B.2 All councillors have signed a formal declaration of acceptance of office	Yes	A formal declaration of acceptance of office must be signed before an individual is able to act as a member of a community and town council.	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
B.3 All councillors have been provided with a copy of the council's adopted code of conduct	Yes		
B.4 All councillors have a council email address or a separate email address for council business	Yes		
B.5 All councillors have received training on their role and training needs are regularly reviewed	Yes	One Voice Wales, Planning Aid Wales and principal councils provide a range of opportunities for training of members in relation to their roles. The council <u>must</u> develop a training plan and maintain a record of training received. A training plan template is available to One Voice Wales members on request.	
B.6 All payments to councillors are made in line with the levels set out by the Independent Remuneration Panel for Wales	Yes	The Independent Remuneration Panel for Wales Annual report and guidance on payments to elected members is available on its website.	
B.7 A statement of payments to councillors is published by 30	Yes	Community and town councils must publish a statement of payments detailing all payments made to elected members in the previous	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
September each year detailing payments made to elected members in the previous municipal year		municipal year. Nil returns must also be reported. See Independent Remuneration Panel for Wales guidance .	
The council carries out its employment duties			
B.8 All employees have a written employment contract setting out the terms of their employment	Yes	See ACAS – What an employment contract is One Voice Wales and SLCC have model contracts of employment for clerks which are available to members.	
B.9 All employees have an up-to-date job description	Yes	One Voice Wales and SLCC can provide guidance to member councils in relation to the preparation of a job description and person specification.	
B.10 Any changes to terms and conditions, including salary increments, are recorded and approved by the council	Yes	Councils must ensure that all changes to terms and conditions are properly approved and recorded.	
B.11 All staff have been given a copy of the employee code of conduct	No	The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001	
B.12 The council has core employment	No	One Voice Wales and SLCC can provide member councils with a suite of policies and procedures.	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
policies in place, for example:- • Adoption and Paternity Policy • Alcohol, Drugs and Substance Misuse Policy • Annual Leave Policy • Appraisal Scheme • Bullying and Harassment • Capability Policy • Code of Conduct for Employees • Dignity at Work Policy • Discipline and Grievance Policy and Procedure • Equality and Diversity Policy • Health and Safety at Work Policy • Maternity Leave Policy		The ACAS website also contains a range of model policies and procedures	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
• Member / Officer Relations Protocol • Recruitment Procedure • Shared Parental Leave Policy • Attendance Management Policy • Stress Management Policy • Time off in Lieu Policy • Training Policy • Whistleblowing Policy			
B.13 The council is registered as an employer with HMRC	Yes	All councils must operate PAYE unless no staff:- • earn above the lower national insurance threshold; and • have any other source of income. In practice, this means that very few clerks, even of small councils, will fail to be exempt from PAYE. Other sources of income include income from pensions as well as other	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
		employments. See GOV.UK PAYE and payroll for employers	
B.14 All overtime payments are paid through the normal payroll process and subject to PAYE	N/A	All additions to salary must be subject to PAYE	
B.15 Any additional allowances paid to staff are subject to tax where appropriate	Yes	Fixed sum allowances for home working are limited by HMRC . Payments above this amount are taxable and should be taxed through PAYE or entered onto a P11D return. Mileage payments are also subject to tax when they exceed mileage allowances specified by HMRC – currently 45p per mile.	
B.16 The council complies with pensions legislation	Yes	See The Pensions Regulator website	
The council gives its staff the resources and support to carry out their role			
B.17 All staff have received appropriate training for their role	Yes	The council <u>must</u> develop a training plan and maintain a record of training received. A training plan template is available to One Voice Wales members on request.	
B.18 All staff have council email addresses and access to council IT systems	Yes	Council staff should not use personal email addresses for council communications, or save council documents to personal computers, for reasons of information security.	

Theme B – Leadership and people – Summary of actions

Summary of actions	By who	By when
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Theme C – Community engagement and partnerships

Community and town councils play an active role in engaging, involving and consulting with their communities. An effective council understands its community's (people and places) needs and desires, and knows the positive difference it is making. Councils should aim to ensure that no one feels disadvantaged, and that all groups within the community are engaged.

A partnership is an agreement to do something together that will benefit all involved, bringing results that could not be achieved by a single partner operating alone and reducing duplication of efforts. Partnership working allows services to be delivered in a joined-up way, such as through shared goals and/or sharing resources.

	Statutory obligation
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Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
The council engages with its community			
C.1 The council has an agreed community engagement strategy	No	A community engagement strategy sets out how the council will understand its community, involve the community in their work and communicate with their electors.	
C.2 The community engagement strategy is reviewed periodically	No		
C.3 The council complies with the requirements of the	Yes	The council is expected to treat the Welsh language reasonably and proportionately in its dealing with the public.	

Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
Welsh Language (Wales) Measure 2011		A scheme endorsed by the Welsh Language Commissioner sets out the principle, context and use of the Welsh Language and how it is applied to council activities and in the workplace. Welsh Language (Wales) Measure 2011, Part 4 Chapter 1: Duty to comply with standards – Welsh Language Commissioner – The Welsh Language Measure	
C.4 The council makes provision to translate documents when required	Yes		
The council communicates with its partners and community			
C.5 The council has an electronic presence / website	Yes	A community or town council must make certain information available electronically as set out in the Local Government (Democracy) Wales Act 2013 section 55 and associated guidance.	
C.6 The council publishes electronically a) Information on how to contact it and, if different, its clerk including— • a telephone number	Yes	See Welsh Government Statutory Guidance: Access to Information on Community and Town Councils Schedule 4 of the Local Government and Elections (Wales) Act 2021 includes changes to the Local Government Act 1972 relating to community council notices e.g. giving notice	

Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
• a postal address • an email address b) information about each of its members, including— • the member’s name • how the member may be contacted • the member’s party affiliation (if any) • the ward which the member represents (where relevant) • any office of the council held by the member • any committee of the council to which the member belongs c) the minutes of the proceedings of the council’s meetings and (in so far as is reasonably practicable) any documents which		of meetings and their arrangements and the issuing of a short note within 7 days of council meetings. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).	

Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
are referred to in the minutes d) any audited statement of the council's accounts			
C.7 The council has a social media policy published on its website	Yes		
C.8 The council has an agreed process for handling complaints which is published on its website	Yes	See model complaints handling process available from the Complaints Standards Authority Public Services Ombudsman Wales has legal powers to look into complaints about public services	

Theme C – Community engagements and partnerships – Summary of actions

Summary of actions	By who	By when
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Theme D – Business processes

A process is a series of actions or steps taken to achieve a particular end. A well-run and well-managed council will have clearly defined processes in place for key areas of business. These processes give an overall structure for decision-making designed to:

- ensure compliance with legislative requirements;
- deliver consistent outcomes or results; and
- mitigate against risk by ensuring tasks are performed correctly.

Business processes are likely to be key indicators of the strength of financial management and governance arrangements of a community or town council. The following will support your council to reflect on areas where typically a council has established processes in place, and help you determine if you need to introduce new or different processes.

	Statutory obligation
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Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
The council operates high standards of accountability and governance in an open and transparent way			
D.1 The council has a set of standing orders to help govern the conduct of meetings, which is published on its website	Yes	Councils are subject to arrangements relating to the conduct of meetings and making decisions as set out in the Local Government Act 1972 , in particular Schedule 12 . The Local Government and Elections (Wales) Act 2021 made amendments to Schedule 12 of the 1972 Act which councils will also need to be aware of, see in particular Schedule 4 to the 2021 Act . In addition, it is strongly	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		recommended that a council has its own standing orders. One Voice Wales and SLCC can provide model standing orders to member councils. Councils must have standing orders with respect to contracts for the supply of goods and materials or the execution of works (see Local Government Act 1972, s135).	
D.2 Councillors' declarations of personal and prejudicial interests are recorded in the minutes and published on a separate rolling register on its website	Yes	See The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales	
D.3 The council has published a schedule of meetings on its website	Yes	Having an annual cycle of council and committee meetings in place to expedite business arrangements supports local democracy and demonstrates transparency and public accountability.	
D.4 The council holds an annual meeting in May	Yes	See Local Government Act 1972, Schedule 12, Part IV, section 23	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		Note also the duty to hold an annual meeting within 14 days of an ordinary election of community councillors. The chairman should sign a declaration of acceptance of office.	
D.5 The council has clearly defined terms of reference (as appropriate) in place where it discharges functions to standing committees. The terms of reference should be published on the council's website	Yes	See Local Government Act 1972 section 101	
D.6 The council publishes all agendas and supporting background papers on its website at least three clear days before the meeting.	Yes	See Local Government Act 1972, Schedule 12, Part IV, section 26	
D.7 Councillors are served with a summons and receive copies of agenda papers and draft minutes at least three	Yes	See Local Government Act 1972, Schedule 12, Part IV, section 26	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
clear days before the meeting			
D.8 Members of the press and public are permitted access to council meetings and are supplied with copies of the agenda papers	Yes	See Public Bodies (Admission to Meetings) Act 1960 , and amendments to that Act provided for in Schedule 4 of the Local Government and Elections (Wales) Act 2021	
D.9 The council publishes all council / committee / subcommittee minutes on its website	Yes	See Welsh Government Statutory Guidance: Access to Information on Community and Town Councils Schedule 4 of the Local Government and Elections (Wales) Act 2021 includes changes to the Local Government Act 1972 relating to community council notices e.g. giving notice of meetings and their arrangements and the issuing of a short note within 7 days of council meetings. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).	
D.10 The council makes and publishes	Yes	See Local Government and Elections (Wales) Act 2021 section 47 and chapter 2 of The	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
arrangements for multi-location attendance at community and town council meetings		Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils	
D.11 The council has approved scheme of delegations to committees and the clerk and these are published on its website	No	These must provide clear terms of reference for areas of responsibilities for committees and to facilitate the clerk taking urgent decisions between the cycles of meetings.	
D.12 The council has a documented constitution describing its general governance arrangements	No	A council constitution sets out the rules governing the council's business and how it operates and enhances local accountability and transparency. An example of a council constitution can be found on Llanelli Rural Council's website.	
D.13 The council produces and approves an annual business plan	No		
D.14 The council has a freedom of information publication scheme	Yes	The council must have documentation in place in order to comply with the Freedom of Information Act 2000 – Duty to have a publication scheme	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		The Information Commissioner's Office has produced a Freedom of Information self-assessment toolkit	
D.15 The council has a current information and data protection policy, which is published on its website.	Yes	The council must comply with the Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR). The Information Commissioner's Office has published a guide to Data Protection and a guide to GDPR on its website. The Information Commissioner's Office has a checklist to help comply with data protection responsibilities The Information Commissioner has produced a checklist 'How secure is your personal data?'	
D.16 The council has completed and met the requirements of the Information Commissioner's data protection self-assessment checklist for organisations	No	A Data protection self-assessment is available on the Information Commissioner's Office website.	
D.17 The council has a current IT Information	No		

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
Security Policy, which has been issued to councillors and staff			
D.18 The council has a suite of privacy notices published on its website, email communications and other forms of client correspondence	No	Model policies and privacy notices available to members from One Voice Wales and the SLCC.	
D.19 The council has performed a data audit to assess what information it holds	No		
D.20 The council has a document retention policy published on its website	Yes		
D.21 The council periodically purges information which it no longer needs to keep	No		
D.22 The council keeps information disposal records	No		
D.23 The council has published an accessibility statement on its website and	Yes	See The Public Sector (Websites and Mobile Applications) Accessibility Regulations 2018	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
undertakes periodic reviews to ensure that the website remains compliant		See Understanding accessibility requirements for public sector bodies	
D.24 The council has a business continuity plan to help it continue to function should it encounter loss or damage to property	No	One Voice Wales can supply a selection of model policies to member councils on a consultancy basis.	
D.25 The council has an emergency plan to help support community resilience and which has been shared with the Emergency Planning Authority	No		
The council fulfils its duties and responsibilities in regard to health, safety and welfare			
D.26 The council has an extant Health and Safety Policy Statement		Employers must: Provide a safe working environment for employees and all other persons affected by	