

17-10-16

Graham Blew

From: Bonnie Appleton <appletonbonnie@g
Sent: 31 August 2016 15:38
To: Graham Blew
Cc: 'Bryan Read'; 'Lorna Hughes'; Matthew Girt; Ian Sesnan; alanmatthews0@btinternet.com
Subject: Proposal for a youth community worker from Diocese of Rochester

Dear Graham

Further to the meeting Lorna Hughes and I had with Bryan Read and with yourself last week, I now have pleasure in attaching the diocese's proposal for a youth community worker. I do hope this document will be helpful to the council when making their decisions. The diocese really appreciates that the council are making time to consider this proposal. We do hope that we will be able to partner with the council in this important matter.

If you would like me to be present at the meeting to answer any questions then I will gladly be there if you let me know the time, date and place otherwise I look forward to hearing from you in due course. In the meantime please don't hesitate to contact me if you need any clarification.

Yours sincerely

Bonnie

Rev Bonnie Appleton MA
Mission Co-ordinator Ebbsfleet for
The Diocese of Rochester

Total Control Panel

[Login](#)

To: graham.blew@swanscombeandgreenhithetowncouncil.gov.uk
From: appletonbonnie@gmail.com

Message Score: 1
My Spam Blocking Level: Medium

High (60): Pass
Medium (75): Pass
Low (90): Pass

[Block this sender](#)
[Block gmail.com](#)

This message was delivered because the content filter score did not exceed your filter level.

This page is intentionally left blank.

Proposal for a youth community worker (or detached community worker) for Swanscombe by the Diocese of Rochester to Swanscombe and Greenhithe Town Council.

Dated: 31st August 2016

Proposal: The Diocese of Rochester propose a partnership approach to the problems and opportunities faced by Swanscombe at this time of great change. With an emphasis on teenagers and families we are proposing to have a worker in Swanscombe governed by a set of objectives enshrined in an investor/stakeholder charter agreed by a group consisting of someone from each of the following: Swanscombe and Greenhithe Town Council, the Ebbsfleet Development Corporation and the Diocese of Rochester. Funding is sought from public and private sector partners as described below.

The Diocese felt it was important to first approach those who are in touch with local people. Hence the first approach is to the Swanscombe and Greenhithe Town Council. This paper sets out in summary what the project could look like for the Town Council to comment on and, if content, to:

- a) Consider making a grant in order to attract match funding.
- b) Give the diocese a letter of support that can be shown to potential funders as they are approached.



The challenges and opportunities being addressed: Anti-Social behaviour in Swanscombe is a current major concern; much of it is teenagers in the vicinity of the Church of St Peter and St Paul as seen in the minutes of the Anti-social Behaviour and Crime Sub Committee of 20th April 2016.

There have also been alleged incidents of vandalism in the new development at Castle Hill and conflict between established and new residents about the use of the new park at Castle Hill.

Swanscombe remains an area of high poverty and major relative deprivation and this is likely to be a source of further tension as new developments with attractive new facilities and relatively expensive homes continue to be unaffordable to local people. Ebbsfleet (and London Paramount) will bring many thousands of job opportunities and it is vital that young people and their families become ambitious for and connected into these opportunities.

By putting a dedicated worker into Swanscombe a programme of work will be developed in consultation with young people: While the detail of a plan remains to be finalised it is likely that work on three themes will be developed:

- 1) Work with young people on the streets and in the parish centre based around developing projects and activities jointly with residents from the new housing in Ebbsfleet. This will be led by young people themselves and could be as simple as joint events in the park, trips to sporting activities and local places of interest.
- 2) Visits, learning, participation, and activities to learn more about the place they live in, such as art based on the Garden City and ideas for its development, the roles of all the workers, the challenges of planning and constructing the new developments etc. This will include site visits, tours, talks etc.

- 3) Pride in Swanscombe – activities that discover and use the existing facilities, highlighting what is available in and around the area and ensuring affordable access for young people.

Outcomes sought:

- Reduced antisocial behaviour across Swanscombe.
- More young people engaged in volunteering or other types of civic participation.
- Young people and families from both established and new communities harmoniously undertaking projects and activities together.

The Diocese of Rochester has responsibility for the cure of souls from south east London, eastwards to the middle of Kent and south to parts of East Sussex. The new housing area of Ebbsfleet is a significant challenge for the diocese and the Bishop's Council has set up Ebbsfleet Project Board, chaired by the Archdeacon of Rochester, to steer and oversee that holistic care and worship is established in the area. The diocese recognises the tensions between the established communities and those who are moving into the new housing and seeks to support both communities as they grow to know and understand each other. This is why they are offering this support at this time.

Summary: After consultation with several groups the Diocesan Ebbsfleet Project Board has prioritised a youth community worker (primarily working amongst disenfranchised youth but not exclusively) as a way of early engagement by the Church in Ebbsfleet and helping to integrate these established members of the community with those moving into the new nearby. The Ebbsfleet Development Corporation has also expressed their keenness that the Church should proceed with this work particularly crossing the boundary between the established communities in Swanscombe and the new communities in the Garden City e.g. Castle Hill. It was discerned that a youth community worker is needed for the Swanscombe area and that the Church has an expertise in this area.

Specific expectations: Depending upon the person appointed and their knowledge of the local area, there could be a few weeks of getting to know the area and/or the groups that are running plus any specific training that is needed. Then there would be a mixture of working alongside established groups in Swanscombe and possibly setting up some new groups as well as doing a significant amount of detached work with those who 'hang around'. At the same time there would be some visiting and support of people on the Castle Hill and the surrounding new housing to see what their 'needs' are. Once trust is established on both sides new initiatives will be developed to bring the communities together.

It is expected that this will be a 3 year post.

The annual cost of the worker, recruitment, on costs and office is £45K. If the salary of the worker proved to be less than expected any excess would be put into project delivery.

Activity base: The Parish Centre of St Peter and St Paul is available to be used but there will also be detached work and activities in different venues around Swanscombe and in Castle Hill area.

Putting together the funding.

To attract external funding we need to start with some local funding on the table as match funding.

We hope to continue this work in future years so small contributions are sought from a number of partners to share the burden, each has to see that the others are contributing. This will help to make it sustainable and also allow for partners to support other initiatives too.

We believe that we may be able to convince a Charitable Trust to put possibly £15K a year for 2 years, 3 if we can persuade them. We will speak to them week beginning September 5th so we need an indication of locally generated funding which they can match.

The Diocesan investment is represented by Rev Bonnie Appleton's time, personnel, finance and Project Managing support and fundraising support from the Ebbsfleet Project Consultant to the value of £3K.

The Parish of St Peter and St Paul is committed to supporting the post including providing the use of the Parish Centre to the value of £2K.

Financial contributions are needed from:

Funder	Contribution needed pa
S>C:	£5K
Land Securities	£5K
Camland	£5K
EDC	£10K
Charitable Trust	£15K
DoR	£3K
Parish	£2K
Total	£45K



This page is intentionally left blank

Additional Information

Dear Graham

Sorry for such a late reply. I've been out of the office today.

The reason is why we were seeking a meeting with yourselves so we could discuss this. Our request is only that the Town Council "consider making a grant in order to attract match funding". We fully accept that your Council may not be able to, and the most important thing is for us to have your support for the other funders.

It may be that you would prefer us to remove the funding request from this report but if so we would like the opportunity to come back to the Town Council later for example for some of the youth activities perhaps next year.

However what we are offering is a hugely beneficial project, especially designed for the needs of Swanscombe, where we do all the fundraising, support and delivery and the Town Council is a key player on the Steering Group. If your Council agreed the funding first it would without doubt make the approaches to all the partners so much more likely to succeed bringing enormous added value to your resources.

We were also thinking that your Council may only be able to contribute for one year to kick-start the project, or even that you would help us secure the funds from others in lieu of making your own contribution.

This is why we would like to first discuss with you how best to achieve this in partnership.

I do hope that explains our request.

Yours Sincerely

Bonnie

EXTRACT OF MINUTES

EXECUTIVE & EMERGENCY COMMITTEE
8 SEPTEMBER 2016

171/16-17. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 JULY 2015.**

Recommended: The Minutes of the meeting held on 29 July 2015 were confirmed and signed as a true record.

172/16-17. **PROPOSAL FOR A YOUTH COMMUNITY WORKER (OR DETACHED WORKER) FOR SWANSCOMBE – DIOCESE OF ROCHESTER).**

The Town Clerk advised members of the need to hold the meeting as a result of the meeting with Rev. Bonnie Appleton and Lorna Hughes (EDC) on 25 August 2016.

Members were given hard copies of the additional information, supplied by Rev. Appleton in response to an enquiry by the Town Clerk, that had previously been emailed to all members on 5 September 2016.

Members discussed the merits of the post along with the importance of the local knowledge in relation to the job specification. Concerns were raised that the focus of the project might direct to the new developments only and not the wider community.

Members agreed that it is important for the Town Council to be a stakeholder on the project and help to shape its direction. The Town Council will endorse the project.

As the Town Councils budget has already been set for the year members felt that financial support could not be pledged at this time.

It was felt that a meeting between the Diocese and the Town Councils Regeneration Sub-Committee could give the opportunity for members to explore the scope and practicalities of the project.

Recommended: That the project be endorsed in principal, and an invitation be issued to Rev. Appleton to attend a meeting with the Regeneration Sub-Committee to explore the scope and detail of the project.

There being no further business, the Meeting closed at 8.00 pm.

Signed: _____ Date: _____
(Chairman)

AGENDA ITEM

9

Regen Sub-Committee 17-10-16

Graham Blew

From: Richard Lees <ezlees@sky.com>
Sent: SUNDAY 02 October 2016 18:01
To: Graham Blew
Cc: Councillor Bryan E Read
Subject: Regeneration and Quality Council Sub-committee meeting

Graham,

I appreciate you will be drawing up the agenda for this Sub-committee soon and that there are already a number of regeneration issues identified for inclusion in that agenda but may I request that we include two items related to the "Quality Councils" scheme?

In the first instance I believe it would be appropriate to look at renaming the sub-committee as the former "Quality Councils" scheme has been replaced with the "Local Council Award" Scheme.

Secondly, I think it would be useful for Councillors to review our Council's approach to this National, peer-based, accreditation scheme which is designed to celebrate the successes of Parish and Town Councils, whilst providing a framework for improvement and development.

Kind regards

Richard

Total Control Panel

[Login](#)

To: graham.blew@swanscombeandgreenhithetowncouncil.gov.uk [Remove this sender from my allow list](#)
From: ezlees@sky.com

You received this message because the sender is on your allow list.

This page is intentionally left blank.



TERMS OF REFERENCE
REGENERATION / QUALITY COUNCIL SUB-COMMITTEE.

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in creating links with outside organisations and creating working partnerships to assist the Council in the area regeneration of Swanscombe and Greenhithe.

Exercise the functions of the Council in obtaining Quality Status and all matters involved in achieving this.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.

This page is intentionally left blank.



LOCAL COUNCIL AWARD SCHEME

This new Scheme was launched on 6th January 2015 and replaces the previous Quality Parish Council Scheme.

The new Local Council Award Scheme has been designed to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. The 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 following documents are attached:

- [A Guide to the Local Council Award Scheme.pdf](#)
- [HOW DO YOU APPLY.docx](#)
- [checklist - application form.doc](#)
- [Local Councils Award Scheme Accreditation Panel Fees.pdf](#)

Further details of the Scheme can be downloaded from the NALC website at [Local Council Award Scheme](#)

The appointed Accreditation Co-Ordinator for Kent is Terry Martin, Chief Executive. Please forward all applications to Terry Martin, Chief Executive at the Kent Association of Local Councils, Dover District Council Offices, White Cliffs Business Park, Whitfield, Dover, Kent, CT16 3PJ. Email: chief.executive@kentalc.gov.uk

LOCAL COUNCILS ACCREDITED UNDER THE SCHEME:

Foundation: East Peckham, Westerham, Kings Hill

Quality: Marden, Cranbrook and Sissinghurst, Dover

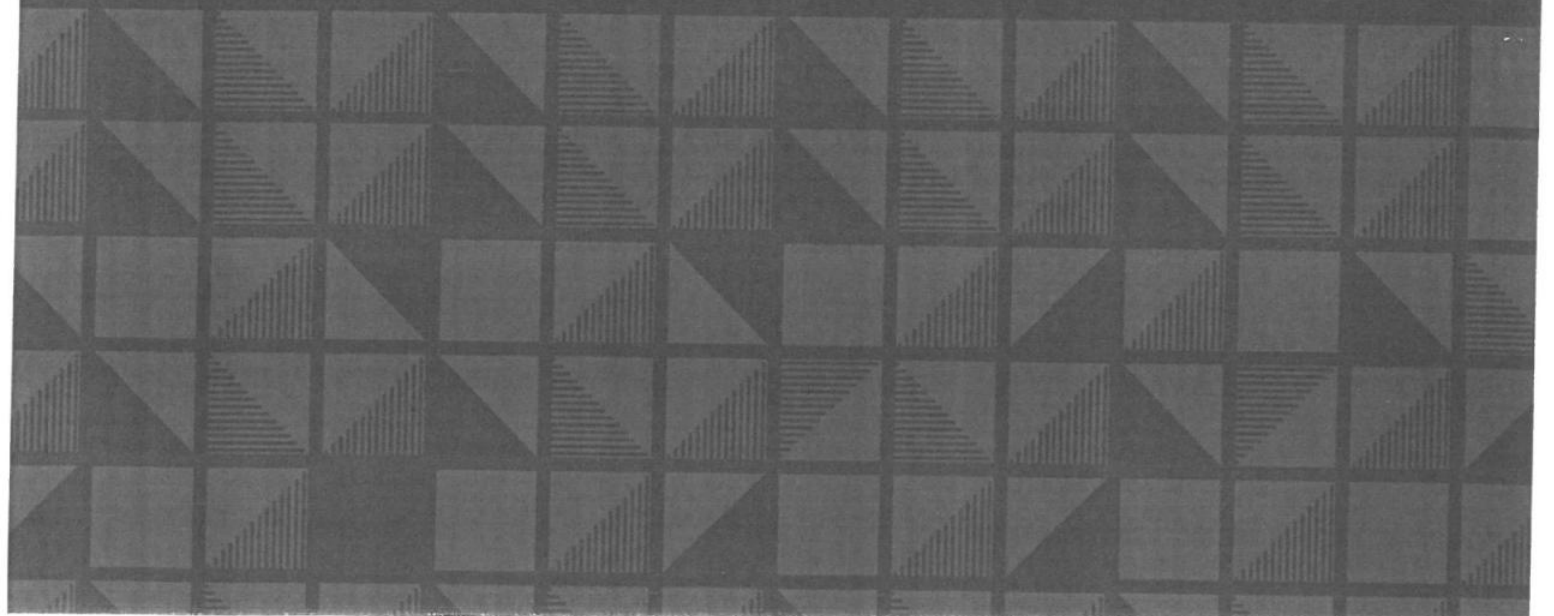
Quality Gold: Folkestone, Sevenoaks

This page is intentionally left blank.



LOCAL COUNCIL
AWARD SCHEME

A guide to the
Local Council
Award Scheme



Published by the National Association of Local Councils (NALC) on behalf of the Improvement and Development Board (IDB).

For further information on the Improvement and Development Board, please contact either:

The National Association of Local Councils
109 Great Russell Street
London WC1B 3LD
Tel: 0207 637 1865 | www.nalc.gov.uk

The Society of Local Council Clerks (SLCC)
8 The Crescent
Taunton
Somerset TA1 4EA
Tel: 01823 253646 | www.slcc.co.uk

Every effort has been made to ensure that the contents of this publication are correct at time of printing. The Improvement and Development Board cannot accept responsibility for errors, omission and changes to information subsequent to printing.

© Improvement and Development Board 2013.
All rights reserved

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. The 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 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 minimum 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, councils achieving an award at any level must use an online facility for publishing documents and information. 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.

CONTENTS

06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

18 ACCREDITATION PROCESS

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

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

21 FEES

There are two fees:

- A registration fee paid to the NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

EVALUATION AND IMPROVEMENT

- 22 The aim of the evaluation and improvement process is to allow the sector to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

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

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

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE MINIMUM 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 confirms by resolution at a full council meeting that it publishes online:

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 and financial regulations	Council contact details and councillor information in line with the Transparency Code	
Its Code of Conduct and a link to councillors' registers of interests	Its action plan for the current year	
Its publication scheme	Evidence of consulting the community	
Its last annual return	Publicity advertising council activities	
Transparent information about council payments	Evidence of participating in town and country planning	
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		

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 risk management scheme		Disciplinary and grievance procedures
A register of assets		A policy for training new staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
		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 link to its website.

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 carries out spot-checks to confirm 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 will 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 and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. All policies and procedures should demonstrate compliance with The Openness of Local Government Bodies Regulations 2014 including 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 upcoming Transparency Code for Smaller Authorities once this comes into effect.
- 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 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 complete an annual return. Panels check that these councils comply with the Transparency Code for Smaller Authorities once this comes into effect.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will check the minutes of meetings, financial regulations, the annual return (if relevant) and compliance with the Local Government Transparency Code.
- 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.

- 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.
- A training policy for new 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, updating events, online courses, CPD activity and qualifications. Councillors should note that they should undertake training on financial management for which they are all responsible. In particular, 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. A COUNCIL WITH A QUALITY AWARD ALSO MEETS 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
Up-to-date insurance policies that mitigate risks to public money	A printed annual report that is distributed at locations across the community	A clerk (and deputy) employed according to nationally or locally agreed terms and conditions
Addressed complaints received in the last year		A formal appraisal process for all staff 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 link to its website.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. 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 carries out spot-checks to confirm 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 will 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 keep people up-to-date with decisions and action 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.

▼ The annual report should be distributed widely. It is accepted that it cannot always be distributed to all households, but copies can 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 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 the democratic process. 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

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 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 may also seek evidence that any formal complaints received by the council during the last year have been properly addressed. The panel does not seek to judge the appropriateness of the insurance policies themselves

■ 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 can 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 CPD points every year.

■ The panel may wish to check that a council

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 and at least four news bulletins a year with evidence of: <ul style="list-style-type: none"> — engaging with diverse groups in the community using a variety of methods — community engagement leading to positive outcomes for the community — a broad range of council activities, including innovative projects — 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
Delivers best practice in meeting its duties in relation to bio-diversity and crime & disorder		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 link to the online site.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel 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 panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. Complying with the guidance below, the panel carries out spot-checks to confirm 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 confirming excellence, the panel ensures 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 at least four positive outcomes achieved for the community in the last six months and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. 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.

■ The statement on duties related to biodiversity and crime & disorder demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.

■ 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 statement on performance management explains the process 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. This includes confirming that each member of staff has their own professional development plan and that the majority of

councillors participate in a member development programme. 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 an 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

- The council registers its intention to apply for a specified award online at www.nalc.gov.uk.

The contact at NALC for this stage is the Improvement and Development Manager, Charlotte Eisenhart, who can also be contacted at charlotte.eisenhart@nalc.gov.uk or 020 7290 0319.

- 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.
- NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
- NALC provides the co-ordinator with information of the council's application.
- When a council is ready to make its application to the accreditation panel, its clerk notifies the co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and provides a link to its website or

online facility.

- The council pays the accreditation fee which covers the costs administering the local service.
- The local panel co-ordinator keeps a record of all applications and monitors their progress.

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 publicising council documents.

THE ACCREDITATION PANEL

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

CALCs 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 regional 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 regional 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 and submitted to the panel for checking.

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 the published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the 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 within three months of the 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 council³
- the council's accreditation history.

	SMALL	MEDIUM	LARGE
Foundation Standard	£50	£50	£50
Quality Standard	£60	£80	£100
Quality Gold	£100	£150	£200

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 standard requires less work.

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 ie double the figures quoted in this grid.

³ Small councils have an annual income of <£25,000. Medium councils have an annual income of £25,000 to

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 six months.

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.



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations		
2 Its Code of Conduct and a link to councillors' registers of interests		
3 Its publication scheme		
4 Its last annual return		
5 Transparent information about council payments		
6 A calendar of all meetings including the annual meeting of electors		
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
8 Current agendas		
9 The budget and precept information for the current or next financial year		
10 Its complaints procedure		
11 Council contact details and councillor information in line with the Transparency Code		
12 Its action plan for the current year		
13 Evidence of consulting the community		
14 Publicity advertising council activities		
15 Evidence of participating in town and country planning		



LOCAL COUNCIL
AWARD SCHEME

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme		
17 A register of assets		
18 Contracts for all members of staff		
19 Disciplinary and grievance procedures		
20 A policy for training new staff and councillors		
21 A record of all training undertaken by staff and councillors in the last year		
22 A clerk who has achieved 12 CPD points in the last year		



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of the last meeting		
2 A Health and Safety policy		
3 Its policy on equality		
4 Councillor profiles		
5 A community engagement policy involving two-way communication between council and community		
6 A grant awarding policy		
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting		
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review		
9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins		
10 Evidence of helping the community plan for its future		

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
1 a scheme of delegation (where relevant)		
2 up-to-date insurance policies that mitigate risks to public money		
3 addressed complaints received in the last year		
4 at least two-thirds of its councillors who stood for election		
5 a printed annual report that is distributed at locations across the community		
6 a qualified clerk		
7 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions		
8 a formal appraisal process for all staff		
9 a training policy and record for all staff and councillors		



The council confirms by resolution at a full council meeting that it publishes online:

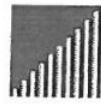
Criteria	Do you meet these criteria?	Where are these published online?
1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community		
2 An annual report, online material and at least four news bulletins a year with evidence of		
a engaging with diverse groups in the community using a variety of methods		
b community engagement leading to positive outcomes for the community		
c a broad range of council activities including innovative projects		
d co-operating constructively with other organisations		



LOCAL COUNCIL AWARD SCHEME

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

Criteria	Do you meet these criteria?	Have you provided these to the accreditation panel?
1 Ensures that the council delivers value for money		
2 Meets its duties in relation to bio-diversity and crime & disorder		
3 Provides leadership in planning for the future of the community		
4 Manages the performance of the council as a corporate body		
5 Manages the performance of each individual staff member to achieve its business plan		



Local Council Award Scheme checklist

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

NB if you were accredited at a particular award level within the last year and want to move up a level you do not need to resubmit the evidence from the previous accreditation. EG if you applied for Foundation less than one year ago and would like to go for the Quality award, then you just need to submit the Quality criteria for accreditation.

If you are unsure what criteria you are required to submit please check with your County Association.

This page is intentionally left blank.

HOW DO YOU APPLY?

- * 1. The first step is to **register** online with NALC. You will then be charged a £50 registration fee by NALC.

Tip: You do not need to have all the criteria in place at this stage, you are simply registering your interest in taking part in the scheme

Tip: You can apply for any award level - you don't need to start at Foundation

- 2. When you have the criteria prepared and in place, confirm this in a public meeting

- * 3. You should then notify your local accreditation panel co-ordinator and provide the **application form** including links to online documents. At this stage you will also pay an accreditation fee to your local County Association. This fee depends on the award level you are applying for and the size of your council (full information in the Local Council Award Scheme Guide)

- 4. Your local panel coordinatore will contact you with the result of your application.

Full information on the application process can be found in the **Local Council Award Scheme Guide**.

LOCAL COUNCILS AWARD SCHEME

There are 2 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.

NALC FEES

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

REGIONAL ACCREDITATION PANEL FEES – the Regional Panel consist of Kent, Surrey, East Sussex, West Sussex, Berkshire and Oxfordshire.

All fees exclude VAT but are subject to the 20% VAT.

	Small Council – under £25,000 annual income	Medium Council – annual income of £25,000 to £250,000	Large Council – over £250,000
Foundation	£50	£50	£50
Quality Standard	£160	£180	£200
Quality Gold	£200	£250	£300

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 standard requires less work. Cheques for Regional Accreditation fees should be made payable to KALC and sent with the application to KALC.