

Self-Assessment Capability Tool for Parish Councils

WOLVERTON PARISH COUNCIL – 25 Sep 18



Scoring Method

For the sake of ease the scoring method is based on A to D in line with the table below:

A - The statement is correct and there are no issues to resolve

B - The statement is not accurate but can be resolved within the next 6 calendar months

C - The statement is not accurate but can be resolved within the next 12 calendar months

D - The statement is not accurate but can be resolved with outside intervention or support

Highlight in red the most appropriate score for each statement below

The Profile of the Council

The majority of residents are aware of the Council	A	B	C	D
Council meetings are attended by Councillors	A	B	C	D
There are no/few empty council seats	A	B	C	D
Meetings, particularly extraordinary meetings, are attended by the public	A	B	C	D
The Annual Meeting of the Parish/Town is well attended	A	B	C	D
There is a regular contribution to the Parish magazine	A	B	C	D
The council are engaged in the Local Council Award Scheme	A	B	C	D

Community Engagement by the Council

Complaints from residents about council services are rare	A	B	C	D
Freedom of Interest requests are rare	A	B	C	D
Actions raised by the Internal Auditor are rare	A	B	C	D
Actions raised by the External Auditor are rare	A	B	C	D
There is a Wolverton parish plan 2014, <i>to be repeated in 2019</i>	A	B	C	D
Community events are initiated by the parish or town council	A	B	C	D
There is a council website	A	B	C	D
The council has a grants scheme to support local groups	A	B	C	D

Employment and HR Matters within the Council

There is a nationally agreed Clerk's contract in place	A	B	C	D
There is a commitment to training through contractual obligations or a policy	A	B	C	D
There is a clear Clerk's Job Description	A	B	C	D
There are clear staff induction arrangements	A	B	C	D
Regular staff appraisals are conducted	A	B	C	D
There are no staff retention issues	A	B	C	D
There is no evidence of recent employment disputes	A	B	C	D
The Clerk is supportive and constructive in meetings	A	B	C	D

Financial Transparency and Competency of the Council

The Annual Return is filed on time	A	B	C	D
The Precept request is filed on time	A	B	C	D
There are no qualified Audit Reports	A	B	C	D
The Chairman engages and encourages participation	A	B	C	D
There are no recent Public Interest Reports	A	B	C	D
There is a budget for Councillor and Clerk training	A	B	C	D
Bank reconciliations are regularly presented at council meetings	A	B	C	D
Invoices are available Councillors to view at council meetings and by email	A	B	C	D

Process and Procedures exercised by the Council

Empty Council Seats are filled in a timely manner	A	B	C	D
Councillor Induction Packs are issued to new councillors	A	B	C	D
Evidence of councillor training being made available and accessed	A	B	C	D
There have been recent by-elections or contested elections <i>None have been required</i>	A	B	C	D
The Council has a complaints procedure	A	B	C	D
Empty council seats are filled by Co-option	A	B	C	D
Agendas are made available to the public at council meetings	A	B	C	D
Minutes are published and displayed in a reasonable time	A	B	C	D

Summary	A	B	C	D
Please add up the number of circles drawn in each of the columns here ->	32	2	2	2

