**Item x**

**Local Council Award Scheme (LCAS) - Foundation Level**

**20th November 2023**

The full criteria are attached.

**Other requirements**:

* The council confirms by resolution at a full council meeting that all documentation and information is in place for the Foundation award and where applicable, is published on its website.
* The cost is £50 registration plus £80 accreditation fee.
* We apply within the set LCAS National Panel dates.

**The key ‘gaps’ at the moment are:**

* A Policy for Training and Development of staff and Councillors (we have a Statement of Intent for Training– whilst this is acceptable to the LCAS this could do with updating)
* A record of all training undertaken by staff and Councillors in the last year
* A clerk with 12 CPD points (current Clerk currently has 8 CPD points)

**Recommended Next Steps**

1. Work to fill gaps
2. Register our intent to apply by Christmas.
3. Clerk and Deputy Clerk ensure we have the documentation on the website.
4. Have a resolution at Full Council that all the documentation is published and in place.
5. Apply in the ‘LCAS National Panel May Round’ (3rd May 2024).
6. After possible triage feedback and resubmissions we would get our result on 2nd August 2024

**Resolution:** To progress the application as outlined above and to delegate to the Clerk the updating of the Training Statement of Intent for inclusion in the application.