



## Hertfordshire Accreditation Quality Parish/Town Council Guidance Notes

These notes should be read in conjunction with a 'Guide to becoming a Quality Council Second edition - 2008' and are in addition to the evidence required within the criteria for each test.

To assist the Herts QPS Accreditation panel members to fully consider the merits of an application please could the council forward the following additional paperwork:

1. the annual accounts for the current year
2. a set comprising of the agenda and minutes for a council meeting
3. an example of a committee agenda and minutes (if relevant)
4. details of any vacancies that have arisen within the Council between the last election and date of submission. All documentation relating to any by-elections or co-options to be included.
5. the Clerk to certify where, when and by whom the notice of a council meeting is displayed within the parish, photographic evidence is helpful.
6. evidence of approach to libraries, principal authority, etc to make the Annual Report publicly available (eg a copy of an email from the recipient confirming receipt).
7. For Quality Councils seeking reaccreditation there is a requirement to show that your council has acted upon your previous training statement of intent so you need to ensure this is considered before the end of the 4 years

### **The Process:**

Please let us know as soon as you can that you are intending to make a submission (including reaccreditations after 4 years).

Once we have received your portfolio this is reviewed by every panel member individually. As each person looks at it, they might bring up specific points or ask for further evidence. We will get back to you with these as we go along in order to ensure that all information is available to panel members at the decision meeting, which might mean you are asked for evidence/clarifications on several occasions spread over a period of time.