

Membership Survey

Help us to help you - we are keen to gather some relevant information and your thoughts.

We are currently updating the information we hold for our membership that will help us tailor our services for your benefit. This is being done to coincide with membership subscription renewals and for the first time this year moves online to make it easier to submit and compile. This survey will be in 3 parts:

- 1. Basic contact details**
- 2. How you interact with DAPTC**
- 3. How you operate**

Some of this information will provide a snapshot of your council at a point in time and the situation may change, for example the number of casual vacancies. We understand that some items may alter - just let us know the situation at the point the survey is submitted. Can you complete the survey by no later than Friday 10th June 2022.

Thank you.

Neil Wedge (Chief Executive)

Membership Survey

Section 1 - Basic contact details

This section is to keep our contact details for you right up to date.

* 1. Tell us the current contact details for council

Council Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
Town / Village Name	<input type="text"/>
County	<input type="text"/>
Postal Code	<input type="text"/>
Main Email Address	<input type="text"/>
Telephone Number	<input type="text"/>

* 2. Can you tell us the contact details for the Clerk?

Clerk's Name	<input type="text"/>
Clerk's Email (if different to council email account)	<input type="text"/>
Phone Number (if different to council telephone number)	<input type="text"/>

* 3. Can you let us know the name of your Chair for 2022/23?

Name of Chair	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

* 4. Can you tell us what arrangements are in place for the role of Responsible Financial Officer (RFO) at your council? *Tick the box that applies and fill in the name and email details below.*

- The Clerk also holds the position of RFO
- Another colleague undertakes the RFO role
- The Clerk holds the position of RFO and we have a Finance Officer/Manager

* 5. Can you tell us the contact details for the Responsible Financial Officer or Finance Officer? *Please add 'RFO' or 'Finance Officer' in brackets after their name.*

**Name of RFO or
Finance Officer (if
the Clerk is also the
RFO)**

**RFO or Finance
Officer Email
Address**

Membership Survey

Section 2 - How you interact with DAPTC

This is to ensure we can keep you informed and also your DAPTC Representative.

* 6. Have you appointed a DAPTC Representative to attend area committees for your council?
(some of you may appoint two)

Yes

No

7. If you answered 'yes' to the last question tell us your DAPTC Representative's name and contact email address please.

DAPTC

**Representative
Name**

DAPTC

**Representative's
Email Address**

8. If you have more than one DAPTC Representative please add their name and contact email address.

DAPTC

**Representative
Name**

DAPTC

**Representative's
Email Address**

Membership Survey

Section 3 - How you operate

This information will help us develop communications and training between elections and in the lead up to the next election in 2024.

* 9. If every councillor position on your council was filled, how many councillors in total would you have?

* 10. How many casual vacancies at the point of completing this survey do you have?

- None
- 1
- 2
- 3
- 4
- 5
- More than 5

* 11. How many employees does your council currently have? - *just tell us the headcount rather than whether these are full or part-time.*

- 0 - currently we have a vacancy for our only employee
- 1
- 2
- 3
- 4
- 5
- 6 to 10
- 10 to 20
- 21 plus

* 12. Do you have a qualified Clerk currently in post? - degree level sector qualification or SLCC CiLCA.

- Yes
- No

* 13. Which of the following statements best describes what happens at your council in relation to contracts of employment and performance reviews or appraisals?

- Neither myself nor any of my colleagues have a contract of employment or annual appraisal.
- Neither myself nor any of my colleagues have a contract of employment, but do receive an annual appraisal of my/our performance.
- Both myself and my colleagues have a contract of employment and we get an annual appraisal of our performance.
- I do not have a contract of employment or receive an annual appraisal of my performance.
- I do not have a contract of employment, but I do get an annual appraisal of my performance.
- I have a contract of employment and get an annual appraisal of my performance.
- Please let us know the circumstances if none of the above apply:

* 14. Which of the following statements best describes what happens at your council in relation to annual pay increments for employees?

- We await the annual pay award for the sector and then adopt that award and if necessary backdate the payments.
- We have an approach to an annual pay award or cost of living increase that council applies each year and does not rely on the national award being published.
- We have no cost of living pay award process in place and our employee(s) pay remains static.
- If none of the above, please let us know what your council does:

* 15. What best describes the approach taken at your council for managing the relationship between employee(s) and elected members?

- This is done by the Chair and/or Vice Chair of Council
- This is done by Staffing or Personnel Committee
- This is done by nominated elected members of Council
- If none of the above, please provide some details:

* 16. Have your council resolved to adopt The General Power of Competence?

- Yes
- No

* 17. Which of the following statements best summarises your council's situation with regard to Neighbourhood Plans?

- We do not have nor are likely to have a Neighbourhood Plan in the near future.
- We are currently considering whether to embark on a Neighbourhood Plan.
- We have a Neighbourhood Plan being developed but it is not yet 'made' and approved by our Unitary Authority.
- We have a Neighbourhood Plan that is 'made' and approved by our Unitary Authority.
- We have a Neighbourhood Plan that is 'made' and approved by our Unitary Authority and we are currently refreshing that 'made' plan.

* 18. NALC accredit councils under the Local Council Award Scheme - which of the following statements most closely describes your council?

- We are not accredited under the Local Council Award Scheme and are not likely to seek accreditation
- We are not accredited under the Local Council Award Scheme but may consider doing so
- We are accredited under the Local Council Award Scheme - Quality Gold
- We are accredited under the Local Council Award Scheme - Quality
- We are accredited under the Local Council Award Scheme - Foundation

* 19. Can you tell us the name of your Internal Auditor please?

Name of your Internal Auditor	<input type="text"/>
Company Name if Applicable	<input type="text"/>
Internal Auditor Email Address	<input type="text"/>

20. Parish & Town Councils Only - From an audit perspective can you tell us which of the following regimes you fall into?

- AGAR Form 1 - parish councils with no financial activity
- AGAR Form 2 - parish and town councils where an exemption is being sought with financial activity
- AGAR Form 3 - parish and town councils where they are subject to a limited assurance review

21. Parish Meetings Only - From an audit perspective can you tell us which of the following regimes you fall into?

- AGAR Form 1PM - parish meetings with no financial activity
- AGAR Form 2PM - parish meetings where an exemption is being sought with financial activity
- AGAR Form 3PM - parish meetings where they are subject to a limited assurance review

* 22. Tell us the sort of activities your council is part of in the community they serve? - *select as many as appropriate*

- Allotments
- Beach Huts and Tourism Based Assets / Activities
- Burial grounds or cemeteries
- Charity Trustee / Charity Administration
- Common Land Maintenance
- Car Parking
- Leisure Facilities
- Manage Land and/or Property - Open Spaces/Community Buildings/Parks and Playgrounds
- Manage Events in the Community
- Markets
- Parks / Playgrounds and Open Spaces
- Vehicle Charging Points (Electric)
- Other (please specify)

* 23. Which of the following statements best describes your council's current stance on climate and environmental issues?

- Council have resolved to declare a climate and environmental emergency
- Council have resolved to develop a climate and environmental plan
- Council have resolved to implement a climate and environmental plan and are doing so now

If none of the above, please provide your council's approach:

* 24. Which of the following statements best describes your current situation in relation to the Code of Conduct?

- We have a Code of Conduct adopted which isn't the latest Local Government Association Code of Conduct published in January 2021
- We have adopted the Local Government Association Code of Conduct published in January 2021.
- We have a Code of Conduct adopted and are currently reviewing the Local Government Association Code of Conduct published in January 2021 with the possibility of adopting it going forward.
- We don't have an Adopted Code of Conduct for council.

Thank you for completing this information and sending it in. Now hit submit!