

CULLOMPTON TOWN COUNCIL

LOCAL GOVERNMENT TRANSPARENCY CODE:

Report to Policy & Resources Committee

Prepared by: Town Clerk

Date: 26 January 2015

The Code has been introduced to meet central government's desire to increase democratic accountability. They consider that transparency is the key that gives people the tools and information they need to enable them to play a bigger role in the decision making process.

The Code applies to local authorities in England, this includes Town and Parish Councils which have an annual income or expenditure (whichever is the higher) exceeding £200,00 and means that Cullompton Town Council is required to publish certain data and information on its website.

The data and information referred to in Part One of the Code must be published, on the first occasion, not later than 31 December 2014 and thereafter, not less than quarterly and not later than one month after the quarter to which the data and information is applicable.

The data and information referred to in Part Two of the Code must be published, on the first occasion, not later than 2 February 2015 and thereafter, not less than annually and not later than one month after the year to which the data and information is applicable.

DATA THAT MUST BE PUBLISHED	RECOMMENDED	WHAT THIS INCLUDES	DETAIL TO BE PUBLISHED	COMMENT/ACTION AGREED
DATA THA MUST BE PUBLISHED QUARTERLY				
Expenditure exceeding £500	Publish transactions that exceed £250 and on a monthly basis instead of quarterly	Individual invoices Grant payments Expense payments Payments for goods and services Grants Grant in aid Rent Credit notes over £500 Transactions with other public bodies	Date the expenditure was incurred Department which incurred the expenditure Beneficiary Summary of the purpose of the expenditure Amount VAT that cannot be recovered Merchant category (e.g. computers, software etc.)	
Procurement information	Publish information about tenders that exceed £500 instead of £5,000 and on a monthly basis instead of quarterly	Details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000.	Reference number Title of agreement Department responsible Description of goods/services to be provided Supplier name and details Sum to be paid and the length of the contract or the estimated annual spending or budget for the contract. VAT that cannot be recovered Start, end and review dates Whether or not the contract was the result of an invitation to quote or a published invitation to tender Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community section organisation and where it is, provide	

			the relevant registration number.	
DATA TO BE PUBLISHED ANNUALLY				
Local Authority land	<p>All service and office properties occupied or controlled by user bodies, both leasehold and freehold</p> <p>All other properties they own or use for example depots.</p> <p>Garages unless rented as part of a housing tenancy</p>	<p>Town Hall Cemetery John Tallack Centre St Andrews car park Top allotments Haymans Close allotments</p> <p>Lease of land from MDDC for garage</p>	<p>For each land or building asset, the following information must be published together in one place: Unique Property reference number Unique asset identity Name of building/land Street name and number Post town and postcode Map reference (either Ordnance Survey or ISO 6709 systems but make it clear which is being used. Whether it is freehold or a lease Whether or not the asset is land only or it is land with a permanent building.</p>	
Grants to voluntary, community and social enterprise organisations		<p>This can be achieved by tagging and identifying transactions which relate to grants within the published data on expenditure over £500 or by publishing a separate list or register</p>	<p>Date the grant was awarded Time period for which the grant was given Department with awarded the grant Beneficiary Beneficiary's registration number (charity or company) Summary of the purpose of the grant Amount</p>	
Organisation chart			Only required for staff earning more than £50k	
Trade Union facility		<p>State names of all trade unions represented in the local authority.</p>	<p>Unison and Society of Local Councils Clerks</p>	
Parking account		<p>Breakdown of income and expenditure</p>	<p>Nil – free parking so no income</p>	

Parking spaces	Identify which spaces are free and where charges apply	Number of marked out and controlled on and off street parking spaces.		
Senior salaries			Only required for employees earning more than £50k	
Constitution			Don't have one –Code of Conduct instead?	
Pay multiple			Ratio between the highest wage earner and the average wage earner	
Fraud			Number of occasions we use the powers under the Prevention of Social Housing Fraud Regulations Total number of employees undertaking investigations and prosecutions of fraud Total number of professionally accredited counter fraud specialists Total amount spent by the authority on the investigation and prosecution of fraud Total number of fraud cases investigated.	