



THE IVERS PARISH COUNCIL

CODE OF RECOMMENDED PRACTICE ON DATA TRANSPARENCY

Introduction

1. This Code is issued by the Secretary of State for Communities and Local government in exercise of his powers under Section 2 of the Local Government, Planning and Land act 1980 to issue a code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related.
2. The Code sets out the principles for local authorities in creating greater transparency through the publication of public data. The Code does not replace or supersede the existing legal framework for access to public sector information provided by the
 - Freedom of Information Act 2000
 - Environmental Information Regulations 2004
 - Re-Use of Public Sector Information Regulations 2005
 - Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009 and
 - Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

Following this Code should help local authorities to meet these obligations to achieve the routine publication of more data to enhance accountability to the public.

3. The Code applies in England only.
4. The Code applies to parish councils which have a gross annual income and expenditure of over £200,000.

Implications

The Code states that as a minimum the data which should be released to the public will include:

- Expenditure over £500; (including costs, supplier and transaction information)
- Senior employee salaries, names (with employee's consent), job description, budgets and numbers of staff. (Senior employee salaries is defined as salaries which are above £58,200)
- An organisational chart of the Staff structure including salary bands and current vacancies
- Councillors allowances and expenses.
- Grants to the voluntary community and social enterprise sector should be clearly itemised and listed.
- Policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position.

- The location of public land and building assets and key attribute information that is normally recorded on asset registers
- Data of democratic running of the local authority including the constitution, election results, committee minutes, decision-making processes and records of decisions

This should be made available electronically

Proposals to be adopted by The Ivers Parish Council

Senior employee salaries not applicable

To provide the following information on the parish web site in PDF format

- To list all expenditure over £500 quarterly (including costs, supplier and transaction information)
- To publish organisational chart
- Grants to the voluntary community and social enterprise sector should be clearly itemised and published annually
- List of policies adopted by The Ivers Parish Council
- Copy of external auditors reports
- Standing Orders and Financial Regulations
- Agendas and minutes of Committees and Council meetings

Adopted 28th November 2018 (PF&GP item 70)



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PARISH COUNCIL

Information available from The Ivers Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
Location of main Council office and accessibility details	Hard copy and website	
Staffing structure	Website	

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy and website	
Finalised budget	Hard copy and website	
Precept	Hard copy and website	
Financial Standing Orders and Regulations	Hard copy and website	
Borrowing Approval letter	Hard copy and website	
Grants given and received	Hard copy and website	
List of current contracts awarded and value of contract	Hard copy and website	
Members' allowances and expenses	Hard copy and website	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website	
Quality status	Hard copy and website	
Local charters drawn up in accordance with DCLG guidelines	Hard copy and website	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>		

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website	
Agendas of meetings (as above)	Hard copy and website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	
Responses to consultation papers	Hard copy and website	
Responses to planning applications	Hard copy and website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy and website	
Policies and procedures for the provision of services and about the employment of staff:	Hard copy and website	

Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy and website	
Records management policies (records retention, destruction and archive)	Hard copy and website	
Data protection policies	Hard copy and website	
Schedule of charges (for the publication of information)	Hard copy and website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Only available by inspection	
Assets Register	Hard copy and website	
Register of members' interests	Hard copy and website	
Register of gifts and hospitality	Hard copy and website	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		

Allotments	Hard copy and website	
Burial grounds and closed churchyards	Hard copy and website	
Community centres and village halls	Hard copy and website	
Parks, playing fields and recreational facilities	Hard copy and website	
Seating, litter bins, clocks, memorials and lighting	Hard copy and website	
Bus shelters	Hard copy and website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Clerk
The Ivers Parish Council
45B High Street
Iver, Buckinghamshire
SL0 9ND
Email: clerk@iverparishcouncil.gov.uk Tel: 01753 655331

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost * 0.53p
	Photocopying @ 50p per sheet (colour)	Actual cost 4.3p
	Postage	Actual cost of Royal Mail standard 2 nd class
		53p
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority