



## KESGRAVE TOWN COUNCIL

### Transparency Code

The Local Government Transparency Code 2015 applies to any local council which has either gross annual income or expenditure exceeding £200,000. It is designed to increase democratic accountability and ensure that local people can access and scrutinise data covering:

- how money is spent – all spending transactions over £500 and contracts valued over £5,000;
- use of assets – how the council manages its assets;
- decision making – how and by whom decisions are taken, including how much senior officers are paid;
- issues important to local people – for example, parking

Where information falls within one of the exemptions from disclosure, then it is at the discretion of the council whether or not to rely on that exemption or publish the data.

Below is a summary guide to the type and detail of information that the council is required to publish and how often.

#### **Information to be Published Quarterly**

Under the Local Government Transparency Code larger local councils are required to publish the following data:

##### Expenditure exceeding £500

Larger councils must publish details of each individual item of expenditure that exceeds £500.

Items of expenditure includes:

- individual invoices
- items on procurement cards
- grants and grant payments
- expense payments
- payments for goods and services
- rent
- transactions with other public bodies

For each item of expenditure the following information must be published:

- date expenditure incurred
- beneficiary
- purpose of the expenditure
- amount
- VAT that cannot be recovered
- category (e.g. computers, grounds maintenance)

##### Procurement information

Larger councils must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000.

For each invitation to tender, the following must be published:

- reference number
- title
- description of the goods and/or services sought
- start, end and review dates

Councils must publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.

For each contract, the following details must be published:

- reference number and title of agreement
- description of goods and/or services being provided
- supplier name and details
- amount to be paid over 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 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 sector organisation

### **Information to be Published Annually**

#### Local council land

Larger local councils must publish details of all land and building assets including:

- service and office properties
- all properties owned or used e.g. garages and depots
- surplus, sublet or vacant properties
- undeveloped land
- temporary offices where occupation exceeds three months
- future commitments, for example under an agreement for lease
- For each land or building asset, the following information must be published:
- unique property reference number
- asset identity - local name or building block
- name of the building/land
- full postal address
- map reference
- whether the council owns the freehold or a lease for the asset
- whether the asset is land only (i.e. without permanent buildings) or land with a permanent building

#### Grants to voluntary, community and social enterprise organisations

Local councils must publish details of all grants to voluntary, community and social enterprise organisations by either:

- identifying transactions relating to voluntary, community and social enterprise organisations within published expenditure over £500, or
- publishing a separate list or register
- For each identified grant, the following information must be published:
- date the grant was awarded
- time period of the grant
- beneficiary
- company or charity registration number
- purpose of the grant
- amount

#### Senior salaries and organisation chart

Local councils must publish:

- number of employees whose remuneration in that year was at least £50,000 (in brackets of £5,000)
- pay multiple - the ratio between the highest paid taxable earnings and the median earnings figure of the whole of the council workforce
- an organisation chart covering staff whose salary exceeds £50,000

- Information for each member of staff included in the organisation chart required:
  - grade
  - job title
  - department and/or team
  - permanent or temporary staff
  - contact details
  - salary in £5,000 brackets
  - salary ceiling (maximum salary for the grade)

#### Parking

If a larger local council provides parking it must publish on the website:

- breakdown of income and expenditure on the council's parking account, (income must include details of revenue from on-street parking, off-street parking and penalty charge notices)
- breakdown of how the council has spent a surplus on its parking account
- number of marked out controlled on and off-street parking spaces, or an estimate of the number of spaces where not marked out

Last reviewed: 21 June 2021

Next review due: 21 June 2023 (unless the document below changes sooner)

[Based on NALC's The Good Councillor's Guide to Finance and Transparency.]