

Abbots Langley Parish Council
Data Transparency Policy



Introduction

From 28th September 2011, a new code of recommended practice on data transparency applies to Parish Councils with a gross annual income, or expenditure, of at least £200,000.

Abbots Langley Parish Council's expenditure is above this limit.

Background & Legislation

Pursuant to his powers in section 2 of the Local Government, Planning and Land Act 1980, the Secretary of State has issued the code as recommended practice as to the publication of types of information by Parish Councils.

The code covers how Parish Councils discharge their functions and the steps which they must take to inform the public of the availability of relevant information.

The full code can be viewed on the Department of Community and Local Government's website at the following link:

<http://www.communities.gov.uk/publications/localgovernment/transparencycode>

Publically Released Data

The following table details the information that the code requires is made available, where this information can be found and details on the frequency of its updating.

Policy Adoption

This policy was agreed by Abbots Langley Parish Council's Finance and Administration Committee at its meeting on the 28th November 2011 (min. 330).

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Data Category (as defined in the code)	Location of Data	Frequency of Update
Expenditure over £500, (including costs, supplier and transaction information). ^[1]	Parish Council website. Menu option - Parish Council > Financial > Monthly Accounts or a print copy is available from the Clerk to the Council.	Updated monthly in arrears. After approval of the monthly payment schedule, at the Parish Council meeting, in the month following the expenditure. (eg. January payment schedule will be published when approved at the February Parish Council meeting.)
Senior employee salaries, names, job descriptions, responsibilities, budgets and numbers of staff. Budgets should include the overall salary cost of staff reporting to each senior employee. (‘Senior employee salaries’ is defined as all salaries which are above £58,200 and above, irrespective of post, which is the Senior Civil Service minimum pay band. The Parish Council currently does not have any salaried staff within this range.) ^[2]	Data is available in electronic or print format from the Clerk to the Council.	As required.
An organisational chart of the staff structure of the local authority and details of currently vacant posts.	Parish Council website. Menu option - Contact Us > Staff or a print copy is available from the Clerk to the Council. Staff vacancies are published on local notice boards, in the press (when appropriate) and on the Parish Council’s website under Parish Council > Vacancies.	As required.
Councillors allowances and expenses. ^[3]	Parish Council website. Menu option - Councillors > Allowances or a print copy is available from the Clerk to the Council.	As required.
Summaries of contracts and tenders to businesses and to the voluntary community and social enterprise sector. (This information will be subject to commercial confidentiality, during contract and tender negotiations.)	The Parish Council is currently seeking advice on publication of this data and will update this policy when this has been received.	As required.

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Grants to the voluntary community and social enterprise sector.	Parish Council website. Menu option - Grants > Grants Awarded or a print copy is available from the Clerk to the Council.	Following approval of grants.
Policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position.	The Parish Council's Finance and Administration Committee closely monitors the council's fiscal performance. The minutes of their meetings are available on the Parish Council's website, menu option Parish Council > Agendas and Minutes. External audit report. Parish Council website. Menu option - Parish Council > Financial > Audit or a print copy is available from the Clerk to the Council.	Meeting minutes are published on the Parish Council's website, after the Parish Council meeting in the month following the meeting. (eg. January meeting minutes, for the Parish Council and its committees, are available after the February Parish Council meeting)
The location of public land and building assets and key attribute information that is normally recorded on asset registers.	Parish Council website. Menu option - Parish Council > Financial > Property or a print copy is available from the Clerk to the Council.	As required.
Data of democratic running of the local authority including the constitution, election results, committee minutes, decision making processes and records of decisions.	Elections. Parish Council website. Menu option - Parish Council > Elections or a print copy is available from the Clerk to the Council. Parish Council and committee minutes. Parish Council website. Menu option - Parish Council > Agendas and Minutes or a print copy is available from the Clerk to the Council.	Following ordinary and by-elections. Meeting minutes are published on the Parish Council's website, after the Parish Council meeting in the month following the meeting.

^[1] The Parish Council currently publishes all expenditure, not only expenditure in excess of £500 as defined in the code.

^[2] No Parish Council staff salaries currently fall within this band.

^[3] Councillors are not paid any allowances. Councillors can claim travel expenses when attending external meetings or events (such as conferences) in their capacity as councillors. Councillors do not claim travel expenses for attending Parish Council meetings.

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Document Revision History

Date	Version	Revision
05/10/2011	Draft 1.0	First draft - F&A October 2011
25/10/2011	Draft 1.01	Second draft - Following F&A Review
29/11/2011	Final 1.02	Final version - Agreed by F&A 28/11/2011 (min. 330).

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