

Abbots Langley Parish Council
Local Government Transparency Code



Introduction

From 27th February 2015, a new local government transparency code was published setting out the minimum data that local authorities should be publishing, the frequency it should be publishes and how it should be published. 'Local authority' includes Parish Councils with a gross annual income, or expenditure (whichever is the higher), of at least £200,000.

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

Background & Legislation

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 ("the Act") 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. It is issued following consultation in accordance with section 3(11) of the Act.

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

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

Publicly 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.

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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). (Section 28) ^[1]	Parish Council website. Menu option - Financial > Monthly Accounts or a print copy is available from the Chief Officer & 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.)
Councillors' allowances and expenses. ^[3]	Data is available in electronic or print format from the Chief Officer & Clerk to the Council.	As required, quarterly.
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.) (Section 31)	Data is available in electronic or print format from the Chief Officer & Clerk to the Council.	As required, quarterly.
The location of public land and building assets and key attribute information that is normally recorded on asset registers. (Section 35)	Parish Council website. Menu option - Financial > Parish Finances > Property or a print copy is available from the Chief Officer & Clerk to the Council.	As required, annually.
Grants to the voluntary community and social enterprise sector. (Section 42)	Parish Council website. Menu option - Financial > Grants > Grants Awarded or a print copy is available from the Chief Officer & Clerk to the Council.	Following approval of grants.
An organisational chart of the staff structure of the local authority and details of currently vacant posts. (Section 44)	Parish Council website. Menu option - Contact > Council Staff or a print copy is available from the Chief Officer & 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 > Information / Jobs.	As required, annually.
Senior employee salaries, names, job descriptions, responsibilities, budgets and numbers of staff, and pay multiple. Budgets should include the overall salary cost of	Data is available in electronic or print format from the Chief Officer & Clerk to the Council.	As required, annually.

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Data Category (as defined in the code)	Location of Data	Frequency of Update
staff reporting to each senior employee. (Section 48 & 51) ^[2]		
Data of democratic running of the local authority including the constitution, election results, committee minutes, decision making processes and records of decisions. (Section 50)	<p>Constitution. Parish Council website. Menu option - Parish Council > Information > About the Parish Council or a print copy is available from the Chief Officer & Clerk to the Council.</p> <p>Elections. Parish Council website. Menu option - Parish Council > Information > Elections or a print copy is available from the Chief Officer & Clerk to the Council.</p> <p>Parish Council and committee minutes. Parish Council website. Menu option - Parish Council > Agendas & Minutes or a print copy is available from the Chief Officer & Clerk to the Council.</p>	<p>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.</p>

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

^[2] Definition of senior staff taken from LGA Local Transparency Guidance - Publishing Organisation Information 30 Nov 2015 v 1.5 (<https://www.local.gov.uk/sites/default/files/documents/publishing-organisation-i-faa.pdf>).

^[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).
24/11/2022	Final 1.03	Update - Agreed by F&A 19/12/2022 (min 281 ii)

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