

Areas for Action/Improvement	Actions	Owner	Timescale	Status
1. Inventory	1. Prepare Public Data Inventory that sets out all public data that the Council holds	IP	July 2012	<p><a href="#">Review</a></p> <p>We need to review the extent to which our publication scheme under the Freedom of Information Act already complies with this requirement and identify any areas for improvement.</p>
2. Registering of Public Data	2. Register inventory of public data on data.gov.uk	IP	July 2012	<p><a href="#">Review</a></p> <p>The ICT Manager is looking into precisely what needs to be registered</p>
3. Expenditure over £500	3.1 All council expenditure of over £500 should be published	SG		<p><a href="#">Complies</a></p> <p>The Council is already publishing such data and will continue to do so.</p>
4. Senior employee salaries	<p>4.1 Publish all senior employee salaries as well their job descriptions, responsibilities, budgets and numbers of staff;</p> <p>4.2 An organisational chart of the staff structure of the local authority including salary bands and details of currently vacant posts</p> <p>4.3 The pay multiple – the ratio between the highest paid salary and the median average salary of the whole of the authority’s workforce</p>	SN	April 2012	<p><a href="#">Action</a></p> <p>Some of this information is currently published.</p> <p>The Head of HR is to review the matter and attend to the publication of the outstanding information.</p> <p>There is some degree of</p>

				<p>overlap between actions 4 and 5.</p> <p>4 is specifically concerned with recommendations in the Code of Recommended practice for Local Authorities on Data Transparency. 5 is concerned with duties under the Localism Act 2011.</p>
<p>5. Determine and Publish Pay Policy (Localism Act 2011)</p>	<p>To include:</p> <p>5.1 Chief officer remuneration including specific issues such as recruitment payments, performance related pay, bonuses etc ;</p> <p>5.2 remuneration of lowest paid;</p> <p>5.3 relationship between Chief officer remuneration and that of other staff;</p> <p>5.4 consideration of system of element of “earn back” salary;</p> <p>5.5 position on severance payments for Chief officers;</p> <p>5.6 must have provisions on whether the Council will permit an individual to be in receipt of pension as well as salary;</p> <p>5.7 must have a policy towards Chief officers who have returned to an authority;</p> <p>5.8 may include a statement whether the JNC conditions of service for Chief executives and Chief officers are incorporated in their contracts of employment;</p> <p>5.9 may include provisions about the Council’s position on making discretionary payments on</p>	<p>SN</p>	<p>April 2012</p>	<p><a href="#">Action</a></p> <p>This work is outstanding. A decision of full Council is required by the 1 April 2012.</p>

	<p>early termination of employment;</p> <p>5.10 should include provisions on the use of any honoraria and ex gratia payments;</p> <p>5.11 should set out who determines salaries for Chief Officers and other employees;</p> <p>5.12 may set out general approach to remuneration.</p>			
6. Councillor allowances and expenses	6.The publication of all Councillor allowances and expenses	MW		<p><b>Complies</b></p> <p>The information is already on the Council web page.</p>
7.Copies of contracts and tenders to businesses and to the voluntary community and social enterprise sector	7. The Transparency code recommends that copies of all contracts and tenders should be published	SG		<p><b>Partial Compliance</b></p> <p>The Council already publishes a contract register which has the basic contractual information readily accessible for the public. However, concern is felt about publishing all contract documents. Obviously some contracts do contain commercially confidential information – if we were to publish all contracts then every contract would have to be reviewed as to whether it contained commercially sensitive information and then redacted accordingly. This would be a time consuming task.</p>
8. Voluntary Groups	8. Data must be published on all grants that are made to the voluntary community and social enterprise sector.	DJ	April 2012	<p><b>Action</b></p> <p>Review what information is</p>

				currently published and attend to any short falls.
9. The Council's fiscal and financial position	9. Data must be published on policies, performance, external audits and key indicators on the Council's fiscal and financial position	SG	April 2012	<a href="#">Action</a>  Review what information is currently published and attend to any short falls.
10. Public Land data	10.1 Publish the location of public land and building assets and key attribute information that is normally recorded on assets registers  10.2 Publish List of Community Assets as required by section 87 of the Localism Act 2011	JD	10.1 July 2012  10.2 Date to be Decided	<a href="#">Action</a>  Includes Council owned land. In addition to this (and by virtue of section 87 of the Localism Act when it comes into force) a list of community assets will also need to be published – such assets are properties owned by third parties but which have found to be community assets in accordance with the Localism Act 2011.
11. Details of the Democratic running of the Council	11.1 The Constitution  11.2 Election Results  11.3 Committee minutes  11.4 Decision-making processes  11.5 Records of Decisions	MW		<a href="#">Complies</a>  11.1 The Constitution is already available on line.  11.2 Election results are already published on line  11.3 Committee minutes are already published on line  11.4 Information is available in the published Constitution  11.5 Delegated Decisions are already published save where

	11.6 Other relevant information		May 2012	<p>there is a legitimate reason for treating the information as exempt</p> <p><b>Action</b></p> <p>11.6 Register of members' Interests to be published on line to comply with the Localism Act.</p>
12. Format	<p>12.1 Public Data should be published in a format and under a licence that allows open re-use, including for commercial and research activities, in order to maximise value to the public</p> <p>12.2 Publication should be in open and machine-readable formats</p>	IP	July 2012	<p><b>Review</b></p> <p>IP to review current situation and decide what action is required.</p>

**KEY TO OWNERS:**

**SG – Susan Guinness, Head of Shared Financial Services**

**DJ – Denise Johnson, Director of Regeneration and Healthy Communities**

**SN – Steve Nugent, Head of HR**

**IP – Ian Parker, Director of Business Transformation**

**MW – Maureen Wood, Director of Corporate Governance**

**JD – Director of Planning and Housing**