

Transparency Agenda Action Plan 2012

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		<p>Complies</p> <p>Information Services have completed this work</p>
2. Registering of Public Data	2. Register inventory of public data on data.gov.uk	IP		<p>Complies</p> <p>Information Services have completed all necessary work</p>
3. Expenditure over £500	3.1 All council expenditure of over £500 should be published	SG		<p>Complies</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		<p>Complies</p> <p>4.1 and 4.2 The Head of HR reviewed this matter. Up to date details are published on the website. In particular details of salary range, job outlines and the organisational structure for Senior Management Team have been published.</p> <p>4.3 The relevant information is to be found in our Pay Policy.</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 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>	<p>SN</p>		<p>Complies</p> <p>This was dealt with. Full Council approved the Pay Policy on the 29th of February 2012. The Pay Policy is on the Council’s website.</p>
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6. Councillor allowances and expenses	6.The publication of all Councillor allowances and expenses	MW		<p>Complies</p> <p>The information is 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>Partial Compliance</p> <p>The Council already publishes a contract register which has the basic contractual information readily accessible for the public. However, concern was 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> <p>On the 1st of February 2012 Governance Committee confirmed that they were happy with the proposed approach not to publish all contract documents but instead to continue to rely on and update the contract register.</p>

8. Voluntary Groups	8. Data must be published on all grants that are made to the voluntary community and social enterprise sector.	DJ		<p>Complies</p> <p>DJ confirmed that there are no grants given to the voluntary faith sector or social enterprise sector from the Council's Regeneration and Healthy Communities directorate.</p> <p>SG has confirmed that the Council does pay annual grant funding to the Citizen's Advice Bureau. There is a note to the accounts covering such payments to voluntary bodies. Also every item of Council expenditure over £500 is published on a monthly basis.</p>
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		<p>Complies</p> <p>All necessary data has been published</p>
10. Public Land data	<p>10.1 Publish the location of public land and building assets and key attribute information that is normally recorded on assets registers</p> <p>10.2 Publish List of Community Assets as required by section 87 of the Localism Act 2011</p>	JD		<p>Complies</p> <p>In terms of 10.1 Estates have adapted the Council's Asset Register to meet the requirements of the guidance.</p> <p>In terms of 10.2 Estates have drafted some template documents to be used for</p>

				these purposes. There are currently no assets that need appear on this list.
11. Details of the Democratic running of the Council	<p>11.1 The Constitution</p> <p>11.2 Election Results</p> <p>11.3 Committee minutes</p> <p>11.4 Decision-making processes</p> <p>11.5 Records of Decisions</p> <p>11.6 Other relevant information</p>	MW		<p>Complies</p> <p>11.1 The Constitution is available on line.</p> <p>11.2 Election results are published on line</p> <p>11.3 Committee minutes are published on line</p> <p>11.4 Information is available in the published Constitution</p> <p>11.5 Delegated Decisions are published save where there is a legitimate reason for treating the information as exempt</p> <p>11.6 Register of members' Interests has been published on line – updated information to comply with the Localism Act will be published in due course.</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		<p>Complies</p> <p>Information Services have completed all necessary work. Data is published in either CSV or PDF format</p>
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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