

Transparency Agenda Action Plan 2015

The Action Plan sets out below in detail what the requirements are and where we are up to.

Areas for Action/Improvement	Actions	Owner	Timescale	Status
1. Procurement information	<p>1.1 Mandatory. Details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000 must be published on a quarterly basis.</p>	SG	31 st of December 2014 and thereafter quarterly	<p>1.1 Mandatory Compliance.</p> <p>Legal and procurement have discussed this.</p> <p>The Council's CPR's require that Invitations to Tenders (ITT's) are issued for all procurements above <u>£75,000</u> in value. The requirement to publish in the Code applies to ITTs only and not ITQ's. Also authorities are not expected to change their procurement thresholds in line with the Code.</p> <p>Consequently we consider that to comply with this requirement we would need to review the Chest on a quarterly basis and publish a register of ITT's issued during the previous 3 month period. This would need to include basic details including ref no, title, description etc but does not require a copy of the ITT itself.</p> <p>The requisite information has been published.</p>

	<p>1.2 Discretionary. Authorities are also encouraged to publish additional information such as every invitation to tender that exceeds £500 as well as publishing information on a more regular basis.</p>	SG		<p>1.2 Discretionary. Legal and Procurement will continue to consider this but it is only a discretionary requirement. It is highly unlikely that any authority would issue formal ITTs at a £500 level – hence in this respect we will not have any information to publish.</p>
2. Contracts	<p>2.1 Mandatory. Details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5000 to be published on a quarterly basis.</p>	SG	31 st of December 2014 and thereafter quarterly	<p>2.1 Mandatory. Compliance.</p> <p>We have previously published a contracts register for contracts above £10,000. To comply with the new mandatory requirement, this has been extended to contracts above £5,000 and we will review this on a quarterly basis. Additionally more columns have been added to provide additional information requesting whether the provider is an SME, VAT info and whether the contract was subject to an ITT or ITQ.</p>

	<p>2.2 Discretionary. Local authorities are also encouraged to publish additional information including all contracts in their entirety worth over £5000 in value.</p>			<p>2.2 Discretionary. Governance Committee has previously considered the question of publishing contracts in their entirety. There are practical difficulties with this – for example publishing confidential information.</p>
3. Expenditure over £500	<p>3.1 Mandatory. All Council expenditure of over £500 must be published on a quarterly basis</p> <p>3.2 Discretionary. Authorities are also encouraged to publish additional information such as all expenditure over £250 as well as publishing such information on a more regular basis.</p>	SG	31 st of December 2014 and thereafter quarterly	<p>3.1 Mandatory. Compliance. The Council already publishes this information – indeed we publish more than this.</p> <p>3.2 Discretionary. The Council already publishes this level of detail.</p>
4. Government Procurement Cards	<p>4.1 Mandatory. Details of every transaction on a Government Procurement Card must be published on a quarterly basis.</p> <p>4.2. Discretionary. Authorities are also encouraged to publish all transactions on all corporate credit cards and charge cards.</p>	SG/IP SG/IP	31 st of December 2014 and thereafter quarterly	<p>4.1 Mandatory. The Council does not make use of Government Procurement Cards.</p> <p>4.2 Discretionary. We are considering publishing information in this regard. It should be pointed out though that the circumstances when corporate credit cards are used are strictly limited and controlled. They are primarily used for the payment of court fees.</p>

<p>5. Senior employee salaries</p>	<p>5.1 Mandatory. On an annual basis the Council must place a link on their website to the following data or must place the data itself on its website:</p> <ul style="list-style-type: none"> • The number of employees whose remuneration in that year was at least £50,000 in brackets of £5000 • Details of remuneration and job title of certain senior employees whose salary is at least £50,000 • Employees whose salaries are £150,000 or more must also be identified by name • A list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and benefits in kind for all employees whose salary exceeds £50,000 	<p>SN</p>	<p>2nd of February 2015 and thereafter annually</p>	<p>5.1 Mandatory.</p> <p>Compliance</p> <p>Much of this information has been available for some. In particular-</p> <ul style="list-style-type: none"> • The numbers of employees whose salary is over £50,000 • Details of remuneration and job title of senior employees • A list of responsibilities of senior staff <p>All outstanding information has now been published – these requirements have now been complied with.</p>

6. Pay multiple	<p>6.1 Mandatory. On an annual basis the Council must publish the pay multiple on their website defined as the ratio between the highest paid salary and the median salary of the whole of the authority's workforce. The measure must:</p> <ul style="list-style-type: none"> • Cover all elements of remuneration that can be valued • Use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year • Exclude changes in pension benefits 	SN	2 nd of February 2015 and thereafter annually	<p>6.1 Mandatory.</p> <p>Compliance. All of this information is included in the Council's annual pay policy which is published annually.</p>
7. Local Authority Land	<p>7.1 Mandatory. On an annual basis the Council must publish details of all land and building assets including:</p> <ul style="list-style-type: none"> • all service and office properties occupied or controlled by user bodies, both freehold and leasehold • any properties occupied or run under Private Finance Initiative contracts 	MG	2 nd of February 2015 and thereafter annually	<p>7.1 Mandatory</p> <p>Compliance.</p> <p>A Register of Public Land and Building Assets held by the Council has been drawn up and published. This meets the requirements listed opposite.</p>

	<ul style="list-style-type: none"> • all other properties they own or use, for example, hostels, laboratories, investment properties and depots • garages unless rented as part of a housing tenancy agreement • surplus, sublet or vacant properties • undeveloped land • serviced or temporary offices where contractual or actual occupation exceeds three months • all future commitments, for example under an agreement for lease, from when the contractual commitment is made. <p>7.2 Discretionary. Local authorities are also encouraged to publish additional information in this regard as well as publishing all information on a more regular basis.</p>			<p>7.2 Discretionary. Additional information has been included in the Register of Public Land and Building Assets. We will continue to consider what additional information should be published.</p>
<p>8. Grants to voluntary, community and social enterprise organisations</p>	<p>8.1 Mandatory. On an annual basis the Council must publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:</p> <ul style="list-style-type: none"> • identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over 	<p>SG/DJ</p>	<p>2nd of February 2015 and thereafter annually</p>	<p>8.1 Mandatory Compliance</p> <p>This has been complied with.</p>

	<p>£500 or published procurement information or,</p> <ul style="list-style-type: none"> • by publishing a separate list or register. <p>For each identified grant, the following information must be published as a minimum:</p> <ul style="list-style-type: none"> • date the grant was awarded • time period for which the grant has been given • local authority department which awarded the grant • beneficiary • beneficiary's registration number • summary of the purpose of the expenditure amount. <p>8.2 Discretionary. Local authorities are encouraged to publish information on a more regular basis and also to disaggregate information by voluntary and community sector category.</p>			<p>8.2 Discretionary</p> <p>The Council will consider this further.</p>

<p>9. Organisation Chart</p>	<p>9.1 Mandatory.</p> <p>On an annual basis the Council must publish an organisation chart covering staff in the top three levels of the organisation. The following information must be included for each member of staff included in the chart:</p> <ul style="list-style-type: none"> • grade • job title • local authority department and team • whether permanent or temporary staff • contact details • salary in £5,000 brackets, consistent with the details published for Senior Salaries • salary ceiling (the maximum salary for the grade). <p>9.2 Discretionary. Local authorities are encouraged to publish additional information relating to a number of matters including current vacant posts.</p>	<p>SN</p>	<p>2nd of February 2015 and thereafter annually</p>	<p>9.1 Mandatory</p> <p>Compliance. These requirements have been complied with.</p> <p>9.2 Discretionary. Human Resources are to consider this further.</p>
<p>10. Trade Union Facility Time</p>	<p>10.1 Mandatory. The Council must publish on an annual basis the following information:</p> <ul style="list-style-type: none"> • total number of staff who are union representatives • total number of union representatives 	<p>SN</p>	<p>2nd of February 2015 and thereafter annually</p>	<p>10. Mandatory.</p> <p>Compliance. This information has now been published.</p>

	<p>who devote at least 50 per cent of their time to union duties</p> <ul style="list-style-type: none"> names of all trade unions represented in the local authority a basic estimate of spending on unions as a percentage of the total pay bill a basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary) 			
<p>11. Parking Revenues</p>	<p>11.1 Mandatory. On an annual basis the Council must place a link on their website to the following published data or place the data itself on its website:</p> <ul style="list-style-type: none"> a breakdown of income and expenditure on the authority's parking account. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and penalty Charge Notices a breakdown of how the authority has spent a surplus on its parking account 	<p>MG</p>	<p>2nd of February 2015 and thereafter annually</p>	<p>11.1 Mandatory Compliance</p> <p>A Car Parking Account Statement has now been published which contains all relevant information</p>

<p>12. Controlled Parking Spaces</p>	<p>12.1 Mandatory. On an annual basis the Council must publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces.</p> <p>12.2 Discretionary. It is recommended that local authorities should publish the number of:</p> <ul style="list-style-type: none"> • free parking spaces available in the local authority's area and which are provided directly by the local authority and • parking spaces where charges apply that are available in the local authority's area and which are provided directly by the local authority 	<p>MG</p>	<p>2nd of February 2015 and thereafter annually</p>	<p>12.1 Mandatory</p> <p>Compliance</p> <p>The relevant information is contained within the Car Parking Account Statement.</p> <p>Note: On street parking is the responsibility of LCC.</p> <p>12.2 Discretionary</p> <p>This information will also be included in the above for controlled car parks.</p>
<p>13 Constitution</p>	<p>13.1 Mandatory. Annual publication. Local authorities must publish their Constitution on their website.</p>	<p>IP</p>	<p>2nd of February 2015 and thereafter annually</p>	<p>Compliance.</p> <p>The Constitution is indeed so published. It is updated on an annual basis.</p>
<p>14. Waste Collection Contracts</p>	<p>14. Mandatory. Local authorities must publish details of their existing waste collection contracts.</p>	<p>MG</p>	<p>31st of December 2014</p>	<p>Mandatory.</p> <p>Compliance. The details of the Waste Collection Contract are on the Council's Contract</p>

				register – this is updated on a quarterly basis.
15. Fraud	<p>15.1 Mandatory. Local authorities are encouraged to publish annually the following details of their counter fraud work:</p> <ul style="list-style-type: none"> • number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information)(England) Regulations 2014, or similar powers • total number of employees undertaking investigations and prosecutions of fraud • total number of professionally accredited counter fraud specialists • total amount spent by the authority on the investigation and prosecution of fraud and • total number of fraud cases investigated <p>15.2 Discretionary. Local authorities are encouraged to publish additional information here including total number of cases of irregularity investigated and total number of occasions on which fraud/irregularity was identified.</p>	IP	On an annual basis	<p>15.1 Mandatory The Director of Governance and Business Transformation has confirmed that all requisite information will be published in this regard – indeed the intention is to publish considerably more information than is required.</p> <p>15.2 Discretionary. Please see comments in 15.1</p>

KEY TO OWNERS:

SG – Susan Guinness, Head of Shared Financial Services

DJ – Denise Johnson, Director

SN – Steve Nugent, Head of HR

IP – Ian Parker, Director of Governance and Business Transformation

MG – Mark Gaffney, Director