

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	Transparency Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL
	Adopted 25th March 2019

1 Introduction

The Local Government Transparency Code 2015 came into effect on 1 April 2015¹.

Broadstairs & St. Peter's Town Council will utilise this code as the primary basis for its transparency policy. However, the code will also be used in conjunction with other Acts and Frameworks which have a requirement for public sector information to be released and accessed.

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012). Including the requirements for a publication scheme.
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local council's accounting records and supporting documentation, and to make copies of them.
- Data Protection Act 2018

Broadstairs & St. Peter's Town Council meets the definition of a local authority covered by the requirements of the code, defined as 'a parish council which has gross annual income or expenditure (whichever is higher) exceeding £200,000'.

The code requires local authorities in England to publish the following information quarterly:

- Expenditure Exceeding £500
- Procurement Information
- Government Procurement Card transactions - (not applicable to BSPTC as the Town Council does not have a Government Procurement Card.)

Additionally, local authorities are required to publish certain information annually:

- Land and buildings owned by the Local Council
- Grants to voluntary, community and social enterprise organisations
- Grants Policy
- Social housing assets

¹The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980, and replaces any previous codes issued in relation to authorities in England under those powers.

- Organisational Chart
- Salaries above £50,000
- Pay Multiple²
- Trade union facility time
- Parking account
- Parking spaces
- Fraud

2. Annual Transparency Statement and Quarterly Transparency Report

Broadstairs & St. Peter’s Town Council will make transparency information available on its website via a dedicated webpage. This will include quarterly reports and an Annual Transparency Statement based on the report sheets at the end of this policy.

The quarterly reports will be based on the Local Council financial year, 1st April -31st March, with report publishing dates as follows:

Publication Date	Period covered by report
1 st April	1 st January-31 st March
1 st July	1 st April- 30 th June
1 st October	1 st July- 30 th September
2nd January	1 st October-31 st December

The Annual Transparency statement will cover the preceding financial year and be reported to the next Finance and General Purposes Committee held in May or June. The report will be published on the website shortly after this date.

3. Publication Scheme

In addition to the requirements of the Transparency Code, the Town Council will make other information available to the public, set out in the Town Council’s Publication Scheme. The publication scheme can be found in the Broadstairs & St. Peter’s Freedom of Information Policy and Schedule 2019.

4. Precept and Budget

The Town Council will publish its precept and budget heading spend through Thanet District Council as the billing authority who collects the precept element of the Council Tax

Figures will be set out against the following headings:

- Staffing & Administration
- Civic & Election

² The pay multiple, which is defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority’s workforce.

- Events & Promotion
- Other (incl. s137 expenditure)
- Transferred to/from balances
- Income
- Total Precept

Please refer to the Thanet District Council Tax webpage for more information:

<https://www.thanet.gov.uk/info-pages/parish-town-council-precepts/>

5. Annual Accounts and Audit:

The Town Council will publish its accounts annually in accordance with sections 25 and 26 of the Local Audit and Accountability Act 2014, which provides rights for persons to inspect a local council's accounting records and supporting documentation, and to make copies of them.

Documents relating to the Annual Governance & Accountability Return for Broadstairs & St. Peter's Town Council will be uploaded to the Town Council website annually.



Broadstairs & St. Peter's Quarterly Transparency Report

Time period covered by the report: _____

List of expenditure exceeding £500:

Item

List of formal Tenders undertaken in accordance with the Town Council Financial Regulations:

Item/service	Dates of formal tender on Contract Finder	Date public notice/advert was placed in local newspaper

Items and services purchased that required three quotes in accordance with the Financial Regulations

Item	Were 3 quotes obtained? Y/N	If no, provide explanation

Signed: _____

Responsible Financial Officer



Broadstairs & St. Peter's Annual Transparency Statement

Time period covered by the statement: _____

Assets:

List of land and buildings owned by Broadstairs & St. Peter's Town Council

Does the Town Council own any social housing assets? Y/N

How many parking spaces did the Town Council have available for hire in the statement period?

How much money has been earned from parking in this statement period?

Grants:

Total amount of grants awarded to community groups and organisations in the statement period: £

Total amount of event grants awarded in statement period: £

Link to grant policy:

Staffing and Salaries:

Does the Town Council pay any salaries above £50,000 per year? Y/N

Organisational chart of the Town Council: (*diagram of organisational chart of the Town Council*)

Are any staff members, members of a trade union? Y/N

Please set out the Pay Multiple of the Town Council: £

Fraud:

Has the Town Council been investigated or fined over any fraudulent activity in the statement period? Y/N

Signed: _____

Responsible Financial Officer