



EAST COWES  
TOWN COUNCIL

# **TRANSPARENCY CODE**

## **2024**

1 The Local Government Transparency Code 2015 requires information to be published by 1<sup>st</sup> July 2015. It treats a Parish Council over £200,000 the same as any large local authority and compliance of the full code is expected. East Cowes Town Council exceeds £200,000 income and therefore must comply with the code in full.

2 East Cowes Town Council shall act in accordance with the Local Government Transparency Code 2015 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.

2.1 The Code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the:

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

3 The Town Council shall publish quarterly the following information:

- Expenditure exceeding £500
- Procurement information

3.1 The data and information referred to above will be first published within a period of three months from the date on which the Council last published that data under the Local Government Transparency Code 2015 and no later than one month after the quarter to which the data and information is applicable. Publish the data and information quarterly thereafter and on each occasion no later than one month after the quarter to which the data and information is applicable.

3.2 Information to be published quarterly

The Town Council will publish quarterly details of each individual item of expenditure that exceeds £500. This includes items of expenditure consistent with Local Government Association guidance, and will include:

- Individual invoices
- Grant payments
- Expense payments
- Payments for goods and services
- Grants
- Grant in aid
- Rent
- Credit notes over £500
- Transactions with other public bodies.

3.3 For each individual item of expenditure, the following information will be published:

- Date the expenditure was incurred
- Local authority department which incurred the expenditure
- Beneficiary
- Summary of the purpose of the expenditure
- Amount
- Value Added Tax that cannot be recovered and merchant category

3.4 Procurement Information

The Town Council will publish details of every invitation to tender/quote for contracts to provide goods and/or services with a value that exceeds £5,000. For each invitation, the following details will be published:

- Title
- Description of the goods and/or services sought
- Start, end and review dates

3.5 The Council will also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details will be published:

- Reference number
- Title of agreement
- Description of the goods and/or services being provided
- Supplier name and details
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract
- Value Added Tax that cannot be recovered
- Start, end and review dates
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number.

3.6 Information to be Published Annually  
Land & Properties

The Council will publish details of all land and building assets including:

- 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
- 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.

3.7 Information about the following land and building assets are to be excluded from publication:

- Rent free properties provided by traders

The data and information listed under 3.5 will be: First published within a period of one year from the date on which the Town Council last published that data under the Local Government Transparency Code 2015 and not later than one month after the year to which the data and information is applicable.

Information will be published annually thereafter and, on each occasion, not later than one month after the year to which the data and information is applicable.

For each land or building asset, the following information will be published together in one place:

- Unique Property Reference Number
- Unique asset
- Name of the building/land or both
- Street name – this is the postal road address
- Post town
- United Kingdom postcode
- Map reference

#### 4 Grants to Voluntary, Community and Social Enterprise Organisations

4.1 The Town Council will publish details of all grants to voluntary, community and social enterprise organisations. Details will include:

- Identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over £500 or published procurement information, or
- Publishing a separate list or register.

For each identified grant, the following information will be published as a minimum:

- Date the grant was awarded
- Time period for which the grant has been given
- Local authority which awarded the grant
- Beneficiary
- Beneficiary's registration number (Charity or Company Registration Number) if any
- Summary of the purpose of the grant
- Amount

#### 5 Organisational Chart

5.1 The staffing table below does not publish salaries as all officers are under the £50,000 bracket.  
East Cowes Town Council staffing: -

Role	Hours worked
Town Clerk/Responsible Financial Officer	25 hours per week
Deputy Clerk/ Responsible Financial Officer	20 hours per week
Facilities Officer	20 hours per week
Assistant Facilities Officer/Community & Development Officer	20 hours per week
Admin/Library Assistant	15 hours per week
Receptionists x 4	28 hours weekly in total
Caretaker/Handyman	18.5 hours per week
Caretaker/Handyman	18.5 hours per week
Cleaner/Key holder	Ave Summer/Winter 14.00 per week
Litter Picker	Ave Summer/Winter 9.5 per week
Library Coordinator	6 hours weekly

5.2 Trade union facility time is not applicable to East Cowes Town Council as the Council does not employ officers that have any role in the facilitation of a trade union or trade union services. Staff can sign up to ALCC via the SLCC.

5.3 Procurement cards data and transactions are not applicable to East Cowes Town Council as we do not have procurement cards.

5.4 East Cowes Town Council does not generate parking income and no parking accounts are kept.

5.5 East Cowes Town Council works to a set of Standing Orders, Financial Regulations, Risk Management and numerous policies not a constitution as a Local Authority would.

5.6 East Cowes Town Council does not run its own waste contracts as the Isle of Wight Council procures this service. Therefore, there is no data to publish in this respect.

5.7 East Cowes Town Council does not specifically employ officers to work on fraud prevention and investigations. There has never been a fraud case brought to the attention of the Town Council expecting officer time to date.