

# SHANKLIN TOWN COUNCIL

## TRANSPARENCY POLICY

**ADOPTED MARCH 2018 (Updated annually)**

### **LOCAL GOVERNMENT TRANSPARENCY CODE**

The intention of the Code is to increase transparency in the publication of public sector data and particularly around how public money is being spent, in order to allow local people to hold local authorities to account over how their council tax is spent and the decisions that are taken on their behalf.

Part 2 of the Code sets out the information that is recommended to be published by town and parish councils with a gross annual income or expenditure over £200,000.

Shanklin Town Council is committed to being open and transparent in its decision-making processes and in the spending of taxpayer's money and will strive to meet and in some cases exceed the publication requirements set out in Part 2 as far as these are relevant to the Town Council.

### **EXPENDITURE OVER £250 – PUBLISHED MONTHLY**

*The Local Government Transparency Code requires that local authorities must publish details of each individual item of expenditure that exceeds £500 on a quarterly basis.*

Once approved by Full Council, expenditure over £250 will be published on the website on a monthly basis.

### **PROCUREMENT INFORMATION**

*The Local Government Transparency Code requires that local authorities must publish details of every transaction on a Government Procurement Card, details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000, and details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.*

Shanklin Town Council does not use a Government Procurement Card.

Details of invitations to tender for contracts to provide goods and/or services as stated in our Financial Regulations, and details of any contract,

commissioned activity, purchase order, framework agreement and any other legally enforceable agreement as stated in our Financial Regulations.

## **LOCAL AUTHORITY LAND AND SOCIAL HOUSING ASSETS**

*The Local Government Transparency Code requires local authorities to publish details of all land and building assets, and details of the value of social housing stock that is held in their Housing Revenue Account.*

Shanklin Town Council's land and building assets are included on the Town Council's asset register.

Shanklin Town Council holds no social housing stock.

### **ASSETS**

Asset register published annually.

## **GRANTS TO LOCAL ORGANISATIONS – PUBLISHED MONTHLY**

*The Local Government Transparency Code requires local authorities to publish details of all grants to voluntary, community and social enterprise organisations.*

Shanklin Town Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to local residents.

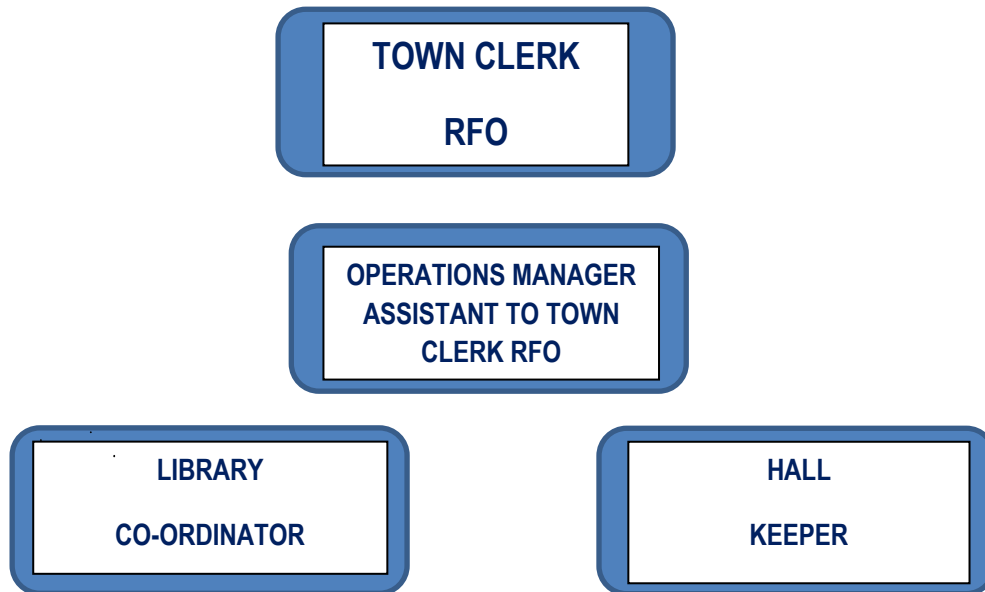
## **ORGANISATIONAL CHART AND TRADE UNION FACILITY TIME**

*The Local Government Transparency Code requires local authorities to publish an organisational chart covering staff in the top three levels of the organisation. Local authorities must also publish information on staff trade union facility time.*

Shanklin Town Council's organisational chart is published below, detailing all staff working for the Town Council.

Shanklin Town Council has no staff members who are trade union representatives.

## SHANKLIN TOWN COUNCIL STAFF STRUCTURE (APRIL 2021)



## PARKING ACCOUNT AND PARKING SPACES

*The Local Government Transparency Code requires local authorities to publish information relating to income and expenditure on the authority's parking account, and a breakdown of how the authority has spent a surplus on its parking account. Local authorities must also publish the number of marked out controlled on and off-street parking spaces within their area.*

Shanklin Town Council has no marked out controlled on and off-street parking spaces, and receives no income nor incurs any expenditure on a parking account.

## SALARIES & PAY MULTIPLE

### Senior salaries and pay multiple

*The Local Government Transparency Code requires local authorities to publish details (including job descriptions, responsibilities, budgets and staff numbers) of any senior employees earning over £50,000 per annum. Local authorities must also publish the pay multiple, defined as the ration between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce.*

Shanklin Town Council has no staff member earning over £50,000 per annum.

Shanklin Town Council currently employs four part-time members of staff.

Town Clerk RFO 33 hours per week

Operations Manager Assistant to Town Clerk RFO 20 hours per week

Library co-ordinator 22.5 hours per week

Hall-keeper variable hours but an average of 9 hours per week

The Town Clerk RFO, the senior and highest-paid officer (employee) of the Town Council. is paid according to the scales agreed between the National Association of Local Councils and the Society of Local Council Clerks. (NJC) is used for all staff.

Members of staff eligible have the option to opt-in to the Local Government Pension Scheme.

The Town Clerk RFO is the line manager for all other members of staff.

The Government asks larger parish and town councils to publish a 'pay multiple'.

Shanklin Town Council's pay multiple as at 1 April 2021 is 2.20.

## **CONSTITUTION**

The constitution of Shanklin Town Council comprises the Standing Orders and Financial Regulations. These control how the business of the Town Council is conducted. These documents were last updated in January 2019. Undergoing a review in 2021.

Decisions of the Town Council and its committees are recorded in the minutes of the meetings. These can be viewed on the `Meeting` page of the website.

Elections for Councillors usually take place every four years.

## **FRAUD**

*The Local Government Transparency Code requires local authorities to publish information about their counter fraud work, including the number of employees undertaking investigations and prosecutions of fraud, the number of professionally accredited counter fraud specialists, the total amount spent by the authority on the investigation and prosecution of fraud and the total number of fraud cases investigated.*

Shanklin Town Council has no employees undertaking investigations and prosecutions of fraud, and no professionally accredited counter fraud specialists.

## **REGISTER OF MEMBER INTERESTS**

### **UPDATED ANNUALLY & ON A NEEDS BASIS**

Can be found on the Councillor page and are update once a year and if necessary, during the year.

## **COUNCIL FINANCES – PUBLISHED ANNUALLY**

- Budget
- Audited Annual Return
- Notification of conclusion of audit
- AGAR

## **AUDIT – PUBLISHED ANNUALLY**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

Shanklin Town Council employees an internal Auditor twice a year.

As part of this process the annual governance statement must be completed to report publicly on the Authority's arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

Notice for the Exercise of public rights; together with appropriate sections of the audited Annual Return for the year.

### Notice of Public Rights

- Annual Return Governance Statement and Accounting Statement
- Section 3 of annual report
- Conclusion of Audit