

TRANSPARENCY CODE

Sompting Parish Council

Mission Statement : *“To help foster a Sompting community which gives people a reason to be proud and engaged with the area we all live in. “*

Transparency

The Local Government Transparency Code 2015 (the code) came into effect on 1 April 2015. The 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.

The code does not replace or supersede the existing 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 regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

Whilst Sompting Parish Council does not meet the definition of a “local authority” covered by the requirements of the Transparency Code 2015 in terms of size, expenditure etc, it does consider it best practice to be open and transparent with its community and the people it serves. We have therefore followed the Code in relation to the information contained within this document.

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

- Expenditure Exceeding £500
- Government Procurement Card transactions
- Procurement information

Additionally, local authorities are required to publish the following information annually:

- Local Authority Land
- Social housing assets
- Grants to voluntary, community and social enterprise organisations

- Organisational Chart
- Trade union facility time
- Parking account
- Parking spaces
- Senior salaries
- Constitution
- Pay multiple
- Fraud

Full details of the Local Government Transparency Code 2015 can be found here :
<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

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Disclaimer

Every effort has been made to ensure the information contained in this document is correct as at time of publishing, but the Council accepts no responsibility for any information which is subsequently found to be incorrect.

Constitution

Local authorities are already required to make their constitution documents available for inspection at their offices under section 9P of the Local Government Act 2000. Local authorities must also, under the code, publish their constitution on their website.

Sompting Parish Council's constitution is made up of the Standing Orders, Financial Regulations and Code of Conduct which can be found by clicking on the links below.

- Standing Orders
- Financial Regulations
- Code of Conduct



Standing Orders
2018-19 (7).pdf



Financial
Regulations 2018-19



Code of Conduct
2018-19.pdf

Pay multiple

The code requires that local authorities must publish the pay multiple on their website, 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. The measure must:

Cover all the 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, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure

Government Procurement Card transactions

The code requires that local authorities must publish details of every transaction on a Government Procurement Card.

For each transaction, the following details must be published:

- Date of the transaction
- Local authority department which incurred the expenditure
- Beneficiary
- Amount
- Value Added Tax (VAT) that cannot be recovered
- Summary of the purpose of the expenditure
- Merchant category

Sompting Parish Council does not use a Government Procurement Card and therefore has no information to publish.

Procurement information

The code requires that local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000.

For each invitation, the following details must be published:

- Reference number
- Title
- Description of the goods and/or services sought
- Start, end and review dates
- Local authority department responsible

The code requires that local authorities must 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 must be published:

- Reference number
- Title of agreement
- Local authority department responsible
- Description of the goods and/or services sought
- 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 (VAT) that cannot be recovered
- Start, end and review dates
- Whether or not the contract was a 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

Purpose	Awarded to	Value of work
Fire precaution works to Parish Council offices and Harriet Johnson Centre (invitation to quote)	Pyrotec Ltd	£5,689

Local Authority Land

The code requires that local authorities must 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
- 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 to lease, from when the contractual commitment is made

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

- Unique Property Reference Number
- Unique asset identity
- Name of the building/land or both
- Street number(s)
- Post town
- United Kingdom postcode
- Map reference – either Ordnance Survey or ISO 6709
- Whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:

For freehold assets:

- Occupied by the local authority
- Ground leasehold
- Leasehold
- Licence
- vacant

For leasehold assets:

- Occupied by the local authority
- Ground leasehold
- Sub leasehold
- Licence

Sompting Parish Council publishes this information on its asset register, which is detailed below.

This list is correct as at 31st March 2018.

BUILDINGS

DESCRIPTION	TITLE NUMBER	LOCATION
Parish Council offices and community centre – leasehold. Owner : Adur and Worthing Councils	WSX 319395	Old School House, Harriet Johnson Centre, 18 Loose Lane, Sompting, West Sussex BN15 0BG
Public toilets - leasehold Owner : Adur and Worthing Councils	WSX 319395	Sompting Recreation Ground, West Street Sompting West Sussex

Sompting Parish Council does not own any land.

Social housing assets

The code requires that local authorities must publish details of the value of social housing stock that is held in their Housing revenue Account.

The following social housing stock data must be published:

- Valuation data to be listed at postal sector level
- Valuation data for the dwellings using both Existing Use Value for Social Housing and market value as at 1 April
- An explanation of the difference between tenanted sale value of dwellings within the Housing revenue Account and their market sale value

Sompting Parish Council does not hold any social housing stock and therefore has no information to publish.

Grants to voluntary, community and social enterprise organisations

The code requires that local authorities must publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:

- Tagging and hence specifically identifying transactions which relate to voluntary, community or social enterprise organisations within published data on expenditure over £500 or published procurement information, or
- By publishing a separate list or register

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

- Date the grant was awarded
- Time period for which the grant has been given
- Local authority department which has awarded the grant
- Beneficiary
- Beneficiary's registration number (where applicable)
- Summary of the purpose of the grant
- Amount

Sompting Parish Council publishes this information as a separate list, as below.

GRANTS PAID 2017/18

BENEFICIARY	Committee minute/date	AMOUNT (£)
Outset Youth	Finance Committee 28.2.18 minute 855a	£500
Victim Support	Finance Committee 28.3.18 minute 866	£150

GRANTS PAID 2018/19

BENEFICIARY	Committee minute/date	AMOUNT (£)
4 Sight Vision Support	F&GP 27.6.18 min. 911(b)	£ 300.00
Kent, Surry, Sussex Air Ambulance	F&GP 27.6.18 min 911(a)	£ 500.00

Sompting Parish Council welcomes and values the work of local voluntary groups and organisations. The Council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or

supporting activities/facilities. Applicants must be able to demonstrate a clear need for financial support.

A copy of the Grant Awarding Policy and an application form can be downloaded by clicking on the links below:

[Grant Awarding Policy and application form](#)

Expenditure exceeding £500

The code requires that local authorities must publish details of each individual item of expenditure that exceeds £500.

For each individual item of expenditure the following information must 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 (VAT) that cannot be recovered
- Merchant category

Salary payments to staff normally employed by the local authority should not be included. However, local authorities should publish details of payments to individual contractors.

Sompting Parish Council provides a schedule of payments at Full Council meetings. The schedule is included as a supporting document of the agenda, and includes supplier and transaction information. On a quarterly basis, the schedules are published on the website, as below.

You may access the archived information for 'Expenditure Exceeding £500' by clicking on any of the links below.

<https://www.sompting.org.uk/agendas-archive/items-of-expenditure-over-500/>

Organisational chart

The code requires that local authorities 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:

- Grade
- Job title
- Local authority department and team
- Contact details
- Salary in £5,000 brackets (for staff members whose remuneration is at least £50,000)
- Salary ceiling (the maximum salary for the grade)

Sompting Parish Council publishes this information as below.

Organisational Chart - as at 30th August 2018

Clerk :	Carol Stephenson	Grade SCP 42
Assistant Clerk :	Sue Tubb	Grade SCP 24
Centre Manager :	Simone Williams	Grade SCP 20
Caretaker/Conservation Officer :	Leighton Clay	Grade SCP 17

Fraud

The code requires that local authorities must publish the following information about their counter fraud work:

- 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 (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud
- Total number (absolute and full time equivalent) of professionally accredited counter fraud specialists
- Total amount spent by the authority on the investigation and prosecution of fraud
- Total number of fraud cases investigated

Sompting Parish Council has no staff members undertaking fraud investigation work and therefore has no information to publish.

Senior salaries

Local authorities are already required to publish, under the Accounts and Audit Regulations 2015, the following information with regard to senior salaries:

- The number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- 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

In addition to this requirement, local authorities must place a link on their website to these published data or place the data itself on their website, together with 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.

Sompting Parish Council has no staff member whose salary is £50,000 or greater and therefore has no information to publish.

Parking spaces

The code requires that local authorities must publish the number of marked out controlled on and offstreet 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.

Sompting Parish Council has no controlled parking spaces and therefore has no information to publish.

Parking account

The code requires that local authorities must publish on their website, or place a link on their website to this data if published elsewhere:

- A breakdown of income and expenditure on the authority's parking account, including 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

Sompting Parish Council has no chargeable parking and therefore has no information to publish.

As at 30th August 2018