TRANSPARENCY POLICY INTRODUCTION

The Parish Council has adopted a Model Publication Scheme. This represents the Council's commitment to release information proactively. A guide detailing the information routinely published and how this information can be accessed is available on the Council's website (www.crowtonpc.com) or as a hard copy from the Parish Clerk

The Local Government Transparency Code 2015 was issued to meet the Government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision-making process and help shape public services.

Transparency is the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society.

The availability of data can also open new markets for local business, the voluntary and community sectors and social enterprises to run services or manage public assets. 'Data' means the objective, factual data, on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

This should be the basis for publication of information on the discharge of local authority functions. The Government believes that in principle all data held and managed by local authorities should be made available to local people unless there are specific sensitivities (e.g. protecting vulnerable people or commercial and operational considerations) to doing so. It encourages local authorities to see data as a valuable resource not only to themselves, but also their partners and local people.

These principals have guided the development of this Code:

• **demand led** – there are growing expectations that new technologies and publication of data should support transparency and accountability. It is vital that public bodies recognise the value to the public of the data they hold, understand what they hold, what their communities want and then release it in a way that allows the public, developers and the media to use it

• **open** – provision of public data should become integral to local authority engagement with local people so that it drives accountability to them. Its availability should be promoted and publicised so that residents know how to access it and how it can be used. Presentation should be helpful and accessible to local people and other interested persons, and 2 Transparency Policy – Approved September 2022

• **timely** – the timeliness of making public data available is often of vital importance. It should be made public as soon as possible following production even if it is not accompanied with detailed analysis. This Code ensures local people can now see and access data covering:

• **how money is spent** – for example, all spending transactions over £500, all Government Procurement Card spending, and contracts valued over £5,000

• **use of assets** – ensuring that local people are able to scrutinise how well their local authority manages its assets.

• **decision making** – how decisions are taken and who is taking them, including how much senior staff are paid, and

• **issues important to local people** -Annex A attached clearly summarises all information to publish and the Parish Council will ensure that all the information that is mandatory to publish will be provided on the Parish Council's Website. The Parish Council realises the importance of adhering to the Transparency Code and the Accessibility Regulations 2018 and will endeavour to comply with legislation.

CROWTON PARISH COUNCIL

FREEDOM OF INFORMATION

Information available from Crowton Parish Council under The Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (*Organisational information, structures, locations and contacts*) This will be current information only	All available information mentioned below can be obtained from the Parish Clerk or the Website address where mentioned which is www.crowtonpc.com	
Who's who on the Council	Hard copy, email, and website	10p per page + pp
Contact details for Parish Clerk and Council members (*named contacts where possible with telephone number and email address (if used*) Parish Clerk: Tracey Whitlow Tel. 07841520873 Email: clerk@crowtonpc.com	Councillors details also on website	10p per page + pp
Location of main Council office and accessibility details:	Available for contact in person, by phone, by email, – in person by prior arrangement	
Staffing Structure One Part-time Parish Clerk		
Class 2 – What we spend and how we spend it (*Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit*). Current and previous financial year as a minimum.	Hard copy, email (for electronically available documents) and website	10p per page + pp
Annual return form and report by auditor	Hard copy and email	10p per page + pp
Finalised budget	Hard copy, email and website	10p per page + pp
Precept – Recorded in the Minutes	Hard copy, email and website	10p per page + pp
Financial Standing Orders and Regulations	Hard copy, email and website	10p per page + pp
Grants given and received – Recorded in the Minutes	Hard copy, email and website	10p per page + pp
Members' allowances and expenses	Hard copy and email	10p per page + pp
Bank reconciliation (year end)	Hard copy email and website	10p per page +pp
Class 3 – What our priorities are and how we are doing. (*Strategies and Plans, performance indicators, audits, inspections and reviews*) Internal Audit Report	Hard copy and email	10p per page + pp
Annual Report to Parish Meeting	Hard copy, email and website	10p per page + pp

Class 4 – How we make decisions. (*Decision making processes and records of decisions*) Current and previous council year as a minimum. Recorded in Minutes	Hard copy, email and website	10p per page + pp
Timetable of meetings (*Council, any Committees and Sub-Committees and Parish Meeting*)	Hard copy, Parish Notice Boards, email, website	10p per page + pp
Agendas of meetings	Hard copy, Parish Notice Boards, email, website	10p per page + pp
Minutes of meetings excluding information that is properly regarded as private to the meeting	Hard copy, email, website	10p per page + pp
Reports presented to Council meetings excluding information that is properly regarded as private to the meeting	Hard copy, email and website	10p per page + pp
Responses to planning applications and consultation papers	Hard copy and email. Responses to Planning applications can be viewed on Cheshire West and Chester Borough Council website www.cheshirewestandchester.gov.uk	10p per page + pp
Class 5 – Our policies and procedures (*Current written protocols, policies and procedures for delivering our services and responsibilities*). Current information only		
Procedural Standing Orders Scheme of Delegation Code of Conduct	Hard copy, email, some on website	10p per page + pp
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme Dignity at Work, Bullying and Harassment Policy Discipline, Dismissal and Grievance Policy Equality and diversity policy Health and safety policy Requests for Information (policy and procedure) Risk Management Strategy	Hard copy, email, some on website	10p per page + pp
Records management policies (records retention, destruction and archive)	Hard copy and email	10p per page + pp
Data Protection policies (As per Data protection Act requirements)	Hard copy and email and website	10p per page + pp
Schedule of charges for the publication of information	Hard copy and email and website	10p per page + pp

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Hard copy, email, some on website	10p per page + pp
Asset Register	Hard copy, email, website	10p per page + pp
Disclosure log	Hard copy, email, website	10p per page + pp
Register of Members' interests	Held on the Parish Council web site	
Register of Gifts and Hospitality	Hard copy. email	10p per page + pp
Class 7 – The services we offer (*Information about the services we offer including any leaflets, guidance and newsletters produced for the public and businesses*). Current information only		

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black and white) Photocopying @ 20p per sheet (colour) Postage	Actual cost incurred by the authority Actual cost of 2nd class post for standard letters. Additional costs will be incurred if the weight of the correspondence to be posted exceeds the standard letter rate
Statutory Fee		In accordance with the relevant legislation

This document is based on the 'template guide to information for parish councils' accessed through www.ico.gov.uk/for_organisations/freedom_of_information/definition_documents.aspx

Approved by the Parish Council on 28th March 2023