

### GCC Compliance with the Local Government Transparency Code 2015

Information title	Information which must be published	Level of Compliance
<b>Expenditure exceeding £500</b>	<p>Quarterly publication Publish details of each individual item of expenditure that exceeds £500, including items of expenditure, consistent with Local Government Association guidance, such as:</p> <ul style="list-style-type: none"> <li>• individual invoices</li> <li>• grant payments</li> <li>• expense payments</li> <li>• payments for goods and services</li> <li>• grants</li> <li>• grant in aid</li> <li>• rent</li> <li>• credit notes over £500</li> <li>• transactions with other public bodies.</li> </ul> <p>For each individual item of expenditure the following information must be published:</p> <ul style="list-style-type: none"> <li>• date the expenditure was incurred</li> <li>• local authority department which incurred the expenditure</li> <li>• beneficiary</li> <li>• summary of the purpose of the expenditure</li> <li>• amount</li> <li>• Value Added Tax that cannot be recovered</li> <li>• merchant category (e.g. computers, software etc.)</li> </ul>	The spend over £500 is published on the GCC website within 20 working days of the month end.
<b>Government Procurement Card transactions</b>	<p>Quarterly publication Publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:</p> <ul style="list-style-type: none"> <li>• date of the transaction</li> <li>• local authority department which incurred the expenditure</li> <li>• beneficiary</li> <li>• amount</li> <li>• Value Added Tax that cannot be recovered</li> <li>• summary of the purpose of the expenditure</li> <li>• merchant category (e.g. computers, software etc.)</li> </ul>	We publish details quarterly; we are compliant.
<b>Procurement</b>	Quarterly publication	The Code applies to publication of those contracts which have been let since 2015.

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<b>information</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• reference number</li> <li>• title</li> <li>• description of the goods and/or services sought</li> <li>• start, end and review dates</li> <li>• local authority department responsible.</li> </ul> <p>Quarterly publication 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:</p> <ul style="list-style-type: none"> <li>• reference number</li> <li>• title of agreement</li> <li>• local authority department responsible</li> <li>• description of the goods and/or services being provided</li> <li>• supplier name and details</li> <li>• sum to be paid over the length of the contract or the estimated annual spending or budget for the contract</li> <li>• Value Added Tax that cannot be recovered</li> <li>• start, end and review dates</li> <li>• whether or not the contract was the result of an invitation to quote or a published invitation to tender</li> <li>• 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</li> </ul>	<p>It does not require the publication of those which are direct awards (see Appendix 2).</p> <p>It is a requirement of the GCC procurement process, which reflects the Transparency Code, that the details of all contracts awarded that exceed £5,000 in value are published on the Contracts Register within the e-procurement system.</p> <p>All tenders or quotes for contracts valued at over £15,000 should be obtained using the Council's e-procurement system (see Council Contract Standing Orders Section 9). They are published in real-time as the invitation to tender (ITT) or request for quotation is set-up in the e-procurement system and will contain all the information required under the Transparency code.</p> <p>A change to Council Contract Standing Orders would be needed to ensure compliance with the requirements of the Code to publish ITTs and quotations for contracts valued at £5,000-15,000.</p> <p>The Council lets some 3,000 contracts per annum, and has made significant progress in ensuring compliance with the Code, especially in the ITU and Adult Social Care.</p> <p>Asset Management &amp; Property Services have recently secured access to the publication portal within the Council's e-procurement system and are prioritising the bulk upload of all contract information dating back to April 2018. All future contracts will be published here from this point onwards, in accordance with the requirements.</p>
<b>Local authority land</b>	<p>Annual publication Publish details of all land and building assets including:</p> <ul style="list-style-type: none"> <li>• all service and office properties occupied or controlled by user bodies, both freehold and leasehold</li> <li>• any properties occupied or run under Private Finance Initiative contracts</li> <li>• all other properties they own or use, for example, hostels, laboratories, investment properties and depots</li> <li>• garages unless rented as part of a housing tenancy agreement</li> </ul>	<p>We are compliant.</p>

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	<ul style="list-style-type: none"> <li>• surplus, sublet or vacant properties</li> <li>• undeveloped land</li> <li>• serviced or temporary offices where contractual or actual occupation exceeds three months</li> <li>• all future commitments, for example under an agreement for lease, from when the contractual commitment is made</li> </ul> <p>However, information about the following land and building assets are to be excluded from publication:</p> <ul style="list-style-type: none"> <li>• rent free properties provided by traders (such as information booths in public places or ports)</li> <li>• operational railways and canals</li> <li>• operational public highways (but any adjoining land not subject to public rights should be included)</li> <li>• assets of national security</li> <li>• information deemed inappropriate for public access as a result of data protection and/or disclosure controls (e.g. such as refuge houses)</li> </ul> <p>Information on social housing is also excluded from this specific dataset.</p> <p>For each land or building asset, the following information must be published together in one place:</p> <ul style="list-style-type: none"> <li>• Unique Property Reference Number</li> <li>• Unique asset identity - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (e.g. on one site there could be several buildings or in one building there could be several users, floors/rooms etc. – where this is the case, each of these will have a separate asset identity). This must include the original reference number from the data source plus authority code</li> <li>• name of the building/land or both</li> <li>• street number or numbers - any sets of 2 or more numbers should be separated with the ‘-’ symbol (e.g. 10-15 London Road)</li> <li>• street name – this is the postal road address</li> <li>• post town</li> <li>• United Kingdom postcode</li> </ul>	

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	<ul style="list-style-type: none"> <li>• map reference – local authorities may use either Ordnance Survey or ISO6709 systems to identify the location of an asset, but must make clear which is being used. Where an Ordnance Survey mapping system is used (the grid system) then assets will be identified using Eastings before Northings. Where geocoding in accordance with ISO 6709 is being used to identify the centre point of the asset location then that reference must indicate its ISO coordinates</li> <li>• 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: <ul style="list-style-type: none"> <li><i>for freehold assets:</i> <ul style="list-style-type: none"> <li>○ occupied by the local authority</li> <li>○ ground leasehold</li> <li>○ leasehold</li> <li>○ licence</li> <li>○ vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode)</li> </ul> </li> <li><i>for leasehold assets:</i> <ul style="list-style-type: none"> <li>○ occupied by the local authority</li> <li>○ ground leasehold</li> <li>○ sub leasehold</li> <li>○ licence</li> </ul> </li> <li><i>for other assets:</i> <ul style="list-style-type: none"> <li>○ free text description e.g. rights of way, access etc.</li> </ul> </li> </ul> </li> <li>• whether or not the asset is land only (without permanent buildings) or it is land with a permanent building.</li> </ul>	
<b>Social housing asset value</b>	Annual publication Publish details on the value of social housing assets within local authorities' Housing Revenue Account.  Information to be published using the specified value bands and postal sector: <ul style="list-style-type: none"> <li>• total number of homes</li> <li>• the aggregate value and mean value of the dwellings</li> </ul>	N/A

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	<p>for both existing use value (social housing) and market value, and</p> <ul style="list-style-type: none"> <li>percentage of homes that are vacant and that are tenanted.</li> </ul> <p>Information to be published at a general level:</p> <ul style="list-style-type: none"> <li>an explanation of the difference between the tenanted sale value of homes within the Housing Revenue Account and their market sale value, and</li> <li>an assurance that the publication of this information is not intended to suggest that tenancies should end to realise the market value of properties.</li> </ul> <p>Other residential tenanted properties that the authority may hold within their General Fund are excluded from this specific dataset, as is information on other building assets or land that local authorities hold within their Housing Revenue Account.</p>	
<b>Grants to voluntary, community and social enterprise organisations</b>	<p>Annual publication Publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:</p> <ul style="list-style-type: none"> <li>tagging and hence specifically identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over £500 or published procurement information, or</li> <li>by publishing a separate list or register</li> </ul> <p>For each identified grant, the following information must be published as a minimum:</p> <ul style="list-style-type: none"> <li>date the grant was awarded</li> <li>time period for which the grant has been given</li> <li>local authority department which awarded the grant</li> <li>beneficiary</li> <li>beneficiary's registration number</li> <li>summary of the purpose of the grant</li> <li>amount</li> </ul>	Published annually on the GCC website prior to 2018/19. Quarters 1 and 2 published for 2018/19. The Council is compliant.
<b>Organisation chart</b>	Annual publication Publish an organisation chart covering staff in the top three	We currently publish information on the top two tiers. Plans are in place to achieve full compliance by 31 January 2019

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	<p>levels of the organisation. The following information must be included for each member of staff included in the chart:</p> <ul style="list-style-type: none"> <li>• grade</li> <li>• job title</li> <li>• local authority department and team</li> <li>• whether permanent or temporary staff</li> <li>• contact details</li> <li>• salary in £5,000 brackets, consistent with the details published for Senior Salaries</li> <li>• salary ceiling (the maximum salary for the grade)</li> </ul>	
<p><b>Trade union facility time</b></p>	<p>Annual publication Publish the following information:</p> <ul style="list-style-type: none"> <li>• total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives)</li> <li>• total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties</li> <li>• names of all trade unions represented in the local authority</li> <li>• a basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary), and</li> <li>• a basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary divided by the total pay bill)</li> </ul>	<p>The Transparency Code seeks to ensure openness and accountability in the use of public funds by a local authority in specified areas, including trade union facility funding.</p> <p>We therefore state on the website the required details insofar as they incur a cost from public funds in relation to facility funding.</p> <p>The headings under which we currently publish the above details are:</p> <ul style="list-style-type: none"> <li>• The number of employees (shown as headcount and FTE) for whom facility funding is provided.</li> <li>• The number of employees for whom facility funding is provided and who spend at least 50% of their time on union duties.</li> <li>• An estimate of spending on unions: calculated (as set out in the Code) as the number of full-time equivalent days spent on union duties multiplied by the average [median] salary.</li> <li>• Estimate of above expenditure as a percentage of the pay bill: calculated (as set out in the Code) as the number of full-time equivalent days spent on union duties multiplied by the average [median] salary divided by the total pay bill.</li> </ul> <p>We also state that:</p> <ul style="list-style-type: none"> <li>• The above information will be updated annually in accordance with the relevant data transparency requirements.</li> <li>• Note – Other trade union representatives are not supported through dedicated facility funding. The council's approach in this regard is to facilitate flexible working of contractual hours on an ad hoc basis to enable the representatives to carry out any statutory trade union duties as and when agreed.</li> <li>• In relation to the above the following trade unions are recognised by the Council: UNISON, GMB, Unite, AEP and FBU</li> </ul>

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<b>Parking account</b>	<p>Annual publication Publish on their website, or place a link on their website to this data published elsewhere:</p> <ul style="list-style-type: none"> <li>• a breakdown of income and expenditure on the authority's parking account. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices</li> <li>• a breakdown of how the authority has spent a surplus on its parking account</li> </ul>	<p>We publish an Annual Parking Report on our website. This includes a breakdown of parking income by source and total parking expenditure on a monthly and annual basis. This data is available in tabular and graphic formats to help the reader</p> <p>Full compliance will be achieved by providing a more detailed breakdown of expenditure in the next annual report, to be published by April 2019</p>
<b>Parking spaces</b>	<p>Annual publication Publish the number of marked out controlled on and off-street 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.</p>	<p>We publish parking space information in the Annual Parking Report on our website. This includes information on the number of spaces in off street Park and Ride sites. Our on street information includes MiPermit location codes and a link to the MiPermit cashless parking website with maps of each parking location and, in most cases, the estimated number of parking spaces.</p> <p>We will improve this information by providing it in a single place in our next Annual Parking report to be published by April 2019.</p> <p>In 2018 we launched ParkMap, an online digitised map of all our parking places and parking restrictions. In 2019 we propose to further digitise our parking service, bidding for a Department of Transport grant to publish real time, open, parking data in a machine readable format.</p>
<b>Senior salaries</b>	<p>Annual publication Local authorities must place a link on their website to the following data or must place the data itself on their website:</p> <ul style="list-style-type: none"> <li>• the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000</li> <li>• details of remuneration and job title of certain senior employees whose salary is at least £50,000</li> <li>• employees whose salaries are £150,000 or more must also be identified by name.</li> <li>• 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</li> </ul>	<p>Partial compliance has been achieved through the publication of the Statement of Accounts 2017/18. Plans are in place to achieve full compliance by 31 January 2019</p>
<b>Constitution</b>	<p>Annual publication: Local authorities must publish their Constitution on their website</p>	<p>The Council is compliant</p>
<b>Pay multiple</b>	<p>Annual publication</p>	<p>The pay policy statement (which includes pay multiples) published on the GCC</p>

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	<p>Publish the pay multiple on their website defined as the ratio between the highest 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:</p> <ul style="list-style-type: none"> <li>• cover all elements of remuneration that can be valued (e.g. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)</li> <li>• 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</li> <li>• exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure</li> </ul>	<p>website is being updated with the 2019 figures and will be available by 31 January 2019</p>
<b>Fraud</b>	<p>Annual publication Publish the following information:</p> <ul style="list-style-type: none"> <li>• number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers</li> <li>• total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud</li> <li>• total number (absolute and full time equivalent) of professionally accredited counter fraud specialists</li> <li>• total amount spent by the authority on the investigation and prosecution of fraud</li> <li>• total number of fraud cases investigated</li> </ul>	<p>The required items are included in the Annual Internal Audit Activity Progress Reports (2014/15 – 2017/18 on the website)</p>
<b>Waste contracts</b>	<p>One-off publication Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraphs 32 of the Code, at the point they first publish quarterly contract information under Part 2 of this Code</p>	<p>Not applicable</p>