

LOCAL GOVERNMENT TRANSPARENCY CODE 2015 INFORMATION

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. The Code 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.

Broadclyst Parish Council meets the definition of a local authority covered by the requirements of the Code, as it is defined as 'a parish council which has gross annual income or expenditure (whichever is higher) exceeding £200,000'.

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

1. EXPENDITURE EXCEEDING £500 & PROCUREMENT INFORMATION

Details of all expenditure over £500 are listed monthly within the meeting document packs, please use the [link](#) to access.

2. PROCUREMENT INFORMATION (QUARTERLY)

The Council must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. Contracts expected to be in excess of £25,000 are published via contracts finder [here \(link is external\)](#).

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

3. LOCAL AUTHORITY LAND (ANNUALLY)

The council owns the Broadclyst Sports Pavilions and the Clyst Room.

4. FRAUD

The code requires that local authorities to 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*

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

5. GRANTS TO VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE ORGANISATIONS (ANNUALLY)

Grants awarded can be viewed [here](#).

6. ORGANISATIONAL CHART (ANNUALLY)

The Council's Organisational Chart can be downloaded [here](#).

7. PARKING ACCOUNT

The Parish Council owns a car park at the Broadclyst Sports Pavilions. This car park is free for pavilions users to use, and no income is derived from it.

8. PARKING SPACES

The car park listed above offers 16 spaces which are free to use.

9. 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.

Broadclyst Parish Council's constitution is made up of the Standing Orders, Financial Regulations and Internal Financial Controls, along with the Code of Conduct, all of which can be found by clicking on [this link](#).

10. SENIOR SALARIES (ANNUALLY)

Local authorities are 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.

Currently, Broadclyst Parish Council has one post where remuneration is £50,000 or greater and that is the post of the Clerk and Responsible Financial Officer which sits within the bracket of £60,000 to £64,999. The postholder receives no bonuses or 'benefits-in-kind'. The Council has no employees whose salaries are over £150,000 per annum.

11. 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*

Broadclyst Parish Council's pay multiple as at 31.03.2024 is 1:2.26

This calculation include part-time employees' total salaries as full-time equivalents, not pro rata.

The Town Clerk and Responsible Financial Officer's principal areas of responsibility are:

- To ensure the lawful operation of the Council.
- To provide Strategic leadership of the Council, working with Members, staff, partners, and other tiers of local government to develop a clear vision and long term aims for the parish and the parish council.
- To manage service performance, ensuring targets are achieved and contributing to delivery of corporate priorities within the statutory framework (c.15 elected Councillors, 12 members of staff and 15 community volunteers)
- To lead work with key partners ensuring delivery of agreed objectives and targets.
- The administration, monitoring and reporting of revenue and capital budgets for the Council to achieve the financial objectives set by the council.
- The management of contract letting for all capital and revenue contracts and tenders, achieving best value.
- Work with the senior councillors to identify and develop business opportunities.
- Provide advice to the Chairman and Councillors on matters of civic protocol, statutory powers and public affairs generally.
- Oversee the arrangements of public events and consultations.

Broadclyst Parish Council does not pay bonuses or benefits in kind to employees.

Broadclyst Parish Council complies with the requirements of the Code by publishing this information on its website. Full details of the Code can be found here [Local Government Transparency Code 2015.](#)