**Data 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. It replaces any previous codes issued in relation to authorities in England under those powers.

The Code does not replace or supersede the existing legal 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 and • 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.

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

Peacehaven Town Council complies with, or exceeds the requirements of the code by publishing the information on this website. Hard copies are available on request from the Town Council office.

Expenditure over £500

*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.*

Peacehaven Town Council provides a schedule of payments at Full Council meetings held 6 times per year. The payments are listed as a supporting document of the agenda, and details supplier and transaction information. Once approved by Full Council, all expenditure will be published on the website.

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.*

Peacehaven Town Council does not use a Government Procurement Card.

Details of invitations 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 are listed below.

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.* Peacehaven Town Council’s land and building assets are included on the Town Council’s asset register, a copy of which can be viewed below. Peacehaven Town Council holds no social housing stock. For any information on Housing in the Peacehaven area, please contact <http://www.lewes.gov.uk/housing/> .

Grants to local organisations

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

Peacehaven 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.

Details of grants awarded during over the last three years are detailed below, along with a copy of the Town Council's grant awarding policy and an application form.

Grants awarded by Peacehaven Town Council over last three financial years

| **Organisation** | **2014/15** |   | **2015/16** | **2016/17** |
| --- | --- | --- | --- | --- |
| **Annual Grant Total** | **£xxxx** |   |   |
|   |   |   |   |   |   |

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.*

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

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

Senior Salaries

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

Constitution The constitution of Peacehaven 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 March 2015 and April 2015 respectively. The documents are available to view in the policies section of our website.

Decisions of the Town Council and its committees are recorded in the minutes of the meetings. These can be viewed on the relevant committee pages of the website (Council Business, Minutes & Agendas).

Elections for Councillors usually take place every four years. Results of the uncontested elections in May 2015 can be seen via the LDC website: http://www.lewes.gov.uk/council/23219.asp

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.*

Peacehaven Town Council has marked out controlled off-street parking spaces at The Sports Park, Piddinghoe Avenue and on occasions of Community Events (Summer Fair and Car Boot Fairs) parking is restricted to marked areas at The Dell Park and the Big Park. Occasionally there will be a small charge for parking at these events, to cover the cost of Stewarding at the event (approximately £1 per vehicle) Signage is always displayed to inform visitors of this, if applicable. Peacehaven Council receives no income nor incurs any expenditure on a parking account.

Audit

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. 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.

Below is the Notice for the Exercise of public rights; together with appropriate sections of the **audited** Annual Return for 2016/17.

Fraud

*The Local Government Transparency Code requires local authorities to publish information about their counter fraud work, including the number of Members of the Council and/or 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.*

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