

POLICY:	DATA TRANSPARENCY POLICY
Policy number:	TPP/ 2025/ v.3
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	Data Transparency Code – 18 th September 2017
Approved by:	Full Council
Approval date:	20 th October 2025
Review due:	May 2026

1. Description

This policy sets out how Ludlow Town Council will comply with the Government's *Transparency Code for Smaller Authorities (2014)*. The Code applies to parish councils, town councils, internal drainage boards and charter trustees with an annual turnover not exceeding £6.5 million.

2. Purpose of this policy

Our aim is to ensure that residents, businesses and other stakeholders have easy access to clear and relevant information about how the Council spends public money and conducts its business.

3. Scope

Openness: Information will be published in a way that is accessible, consistent and free of charge.

Accountability: Residents will be able to see how public money is spent and how decisions are made.

Timeliness: Information will be published within the timescales required by the Code and updated at least annually, or more frequently where stated.

4. Procedure

Information to be Published

The Council will publish the following information on its website:

Expenditure

- Details of all individual items of expenditure above £100. Information to include date incurred, purpose, amount, and recipient. Published at least quarterly.

End of Year Accounts

- Annual Governance Statement (Section 1 of the Annual Return). Accounting Statements (Section 2 of the Annual Return). Published annually no later than 1 July.

Internal Audit Report

- Copy of the annual internal audit report. Published annually by 1 July.

Councillor Responsibilities

- Names of all Councillors and their responsibilities (e.g. Committees, Working Groups, portfolio areas). Published annually and updated as required.

Public Land and Building Assets

- Details of all public land and building assets owned or managed by the Council. Published annually and updated as required.

Minutes, Agendas and Papers

- Draft minutes of formal meetings published within one month of the meeting. Agendas and associated meeting papers published at least three clear days before meetings.

Accessibility

- Information will be published on the Council's official website at www.ludlow.gov.uk Where a resident cannot access information online, the Council will provide copies on request. Reasonable charges may apply for printed copies.

Review and Monitoring

- The Clerk/RFO is responsible for ensuring compliance with this policy. The Council will review the policy annually at the Annual Meeting of the Council.

5. Legal

Transparency Code for Smaller Authorities (2014)

6. Other relevant policies

Freedom of Information Policy
Model Publication Scheme