



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Gina Wilding
Ludlow Town Council, The Guildhall, Mill Street, Ludlow,
SY8 1AZ
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 6th September 2017

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the Guildhall, Mill Street, Ludlow on
Monday 11th September 2017 at 7.00pm

Gina Wilding
Town Clerk

K e y A g e n d a I t e m s :

- **July Income & Expenditure**
- **Policy Review**
- **Civic Visits**

The public may speak at this meeting

In Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
2. **Apologies**
3. **Declarations of Interests**
Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
4. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
6. **Minutes** – To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 24th JULY 2017** (Open and Closed Session)
7. **Items to Action** – To note the items to action sheet from the previous Policy and Finance Committee Meeting held on 24th July 2017

ITEM	Attachment
8. FINANCE INFORMATION	
To receive:-	
a) Cash Book – Payments and Income – July 2017	8a
b) Reconciliation – July 2017	8b
c) Barclaycard Statement – July 2017	8c
d) Paypal – Payments, Income & Reconciliation – July 2017	8d
e) Mayor's Charity – Payment, Income & Reconciliation – June and July 2017	8e
9. POLICIES	
a) To review the Customer Care Policy	9a
b) To review Code of Recommended Practice for Local Authorities on Data Transparency and adopt the Local Government Transparency Code 2015	9b



10.	MAYOR AND DEPUTY MAYOR'S CIVIC VISITS To note events attended from June to August 2017	10
11.	GENERAL DATA PROTECTION REGULATIONS To note that SALC Key Changes under General Data Protection Regulations training is available on Wed 8 th November 2017, 5.30pm – 7.30pm at Council Chamber, Shirehall, Shrewsbury	No papers
<p style="text-align: center;">M e m b e r s h i p</p> <p style="text-align: center;">List of Members of the Policy & Finance Committee</p> <p style="text-align: center;">Councillors Cobley (Chair); Gill (Vice-Chair); Clarke; Garner; Ginger; Jones; Lyle; Mahalski; O'Neill; Parry; Perks; Pote; Sheward; Smithers</p>		
<p style="text-align: center;">Notes</p> <p style="text-align: center;">The next Policy & Finance Committee meeting will be held on 23rd October 2017</p>		

Agenda Item 6

Minutes



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 12th JUNE 2017** at **7.00PM**

PF/15 PRESENT

Chairman: Councillor Cobley

Councillors: Clarke, Garner, Gill, Lyle, Mahalski, O'Neill, Parry, Perks, Pote, Sheward, Smithers

Officers: Gina Wilding, Town Clerk
Lucy Jones, Senior Finance Officer

PF/16 HEALTH & SAFETY

The Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

PF/17 APOLOGIES

Apologies for absence were received from Councillor Ginger.

PF/18 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None Declared

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V Parry	9	Ludlow in Bloom

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
A Cobley	11	Supporter of AONB
D Lyle	11	Trustee of AONB
G Perks	9a	Outstanding query regarding St Laurence's Church grant
	9a	Undertakes voluntary bench repairs on behalf of the Council
	9b	Query outstanding regarding Civic Regalia
	10	Outstanding question with the Information Commissioners Office
	11	Introduced Walkers are Welcome to LTC

PF/19 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/20 UNITARY COUNCILLORS SESSION

Councillor Parry, Ludlow South stated that she had recently had a meeting with a representative of the Alms-houses Society regarding the work of the Ludlow Dementia Friendly and Loneliness Group. He has said that they were on the right track, and suggested inclusion of the issue in the new Town Plan. She added that the group would be holding an open meeting in September to encourage town involvement.

PF/21 MINUTES

RESOLVED (10:0:2) AC/MC

That the minutes of the Policy and Finance Committee meeting held on 12th June 2017, be approved as a correct record to be signed by the Chairman.

PF/22 ITEMS TO ACTION

The Chairman thanked staff for their work.

RESOLVED (11:0:1) AC/CS

That the Items to Action be noted.

PF/23 FINANCIAL INFORMATION

RESOLVED (11:0:1) AC/CS

That the Payments, Income, Reconciliation, Barclaycard, Paypal and Mayor's Charity reports for May and June 2017, be received.

PF/24 1st QUARTER

RESOLVED (unanimous) AC/GP

That the 1st Quarter Income and Expenditure; and Exceptions reports, be received.

PF/25 GENERAL DATA PROTECTION REGULATION

RESOLVED (unanimous) AC/VP

That the update on Data Protection be noted.

PF/26 COUNTRYSIDE ACCESS STRATEGY REVIEW

Councillor Parry noted that the strategy did not refer to the new car park charges being introduced at parks and how this income would be used, neither does it mention the importance of transport links be the town and countryside.

Councillor Sheward suggested more signage should be provided within the town to direct the public to countryside walks and attractions. Councillor Parry stated that Arriva Trains had previously committed to providing such signage at the train station and she would chase this up.

RESOLVED (unanimous) GP/EG

That:-

- a) the draft reply provided by the Town Clerk at the meeting be circulated to all Councillors for feedback and that the matter be passed to Full Council to make a formal reply to the consultation to include Councillors comments.
- b) European funding for this area be investigated.

PF/27 POLICIES

Health and Safety Policy and Handbook

RECOMMENDED (unanimous) GP/MC

That:-

- a) the Town Clerk write a letter to Ellis Whittam expressing the Town Council's dissatisfaction that the Health and Safety Policy and Handbook were provided to the Council with so many inaccuracies relating to the corporate structure of the Council.
- b) Ludlow Town Council supports its current standing operating procedures.
- c) the Health and Safety Policy and Handbook be adopted as a fit for purpose document subject to the correction of the inaccuracies relating to the corporate structure of the Council.

PF/28 REPRESENTATIVES OF OUTSIDE BODIES

RESOLVED (9:3:0) GP/AC

That:-

- a) Policy and Finance Committee considers the Ludlow Assembly Rooms and St Laurence's Vision Project to be within its remit to receive feedback from the outside organisations.

- b) should the Friends of Ludlow Museum become part of the Council's Representatives on Outside Bodies list, they would also be within the remit of Policy and Finance Committee.

The meeting closed at 8.40pm

Chairman

Date

N.B. Closed Session Minutes will be issued.

Agenda Item 7

Items to Action

Policy & Finance Committee

Items to Action

Minute No.	Resolution	Action	Staff	Status	Date
PF/90	<u>RENT REVIEWS</u> That:- i) The quotation of £250 from Nock Deighton is accepted for the valuation of the Buttercross Shop ii) The Town Clerk work with a £50 budget to achieve a valuation for Cemetery House rent.	Contact Nock Deighton and accept quote Seek valuation for Cemetery House for no more than £50	Gina	In process	
PF/118	<u>INSURANCE REVIEW</u> That the Intruder Alarm Protocol addendum to Lone Worker Policy, be adopted.	Recommend to Council	Naomi	Done	31/07/17
PF/12	<u>POLICIES</u> <u>Health and Safety Management System</u> That consideration of the Health and Safety Management System be deferred to the next meeting to allow for comments from Ellis Whittam.	That the policy be included in the agenda for the next meeting. Chase up Ellis Whittam for their comments.	Lucy Lucy	Done Done	15/06/17 21/07/17

PF/14	<u>CONFIDENTIAL WASTE DISPOSAL</u> That the increased budget and change of supplier to Evastore, be approved.	That the budget for 2017/18 be amended	Lucy	Done	28/07/17
		That the Evastore quotation be accepted	Sarah	Done	19/07/17
PF/21	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on 12 th June 2017, be approved as a correct record to be signed by the Chairman.	File signed minutes and display on LTC website.	Lucy	Done	31/07/17
PF/26	<u>COUNTRYSIDE ACCESS STRATEGY REVIEW</u> That:- a) the draft reply provided by the Town Clerk at the meeting be circulated to all Councillors for feedback and that the matter be passed to Full Council to make a formal reply to the consultation to include Councillors comments. b) European funding for this area be investigated.	Circulate draft reply to all Councillors	Gina	Done	25/07/17
		Full Council to make a formal reply to the consultation Investigate European funding	Naomi & Gina Gina & Cllr Garner	Done	31/07/17
PF/27	<u>POLICIES</u> <u>Health and Safety Policy and Handbook</u> That:- a) the Town Clerk write a letter to Ellis	Recommend to Full Council			

	<p>Whittam expressing the Town Council's dissatisfaction that the Health and Safety Policy and Handbook were provided to the Council with so many inaccuracies relating to the corporate structure of the Council.</p> <p>b) Ludlow Town Council supports its current standing operating procedures.</p> <p>c) the Health and Safety Policy and Handbook be adopted as a fit for purpose document subject to the correction of the inaccuracies relating to the corporate structure of the Council.</p>				
PF/28	<p><u>REPRESENTATIVES OF OUTSIDE BODIES</u></p> <p>That:-</p> <p>a) Policy and Finance Committee considers the Ludlow Assembly Rooms and St Laurence's Vision Project to be within its remit to receive feedback from the outside organisations.</p> <p>b) should the Friends of Ludlow Museum become part of the Council's Representatives on Outside Bodies list, they would also be within the remit of Policy and Finance Committee.</p>	Recommend to Full Council	Naomi		

Agenda Item 8a
Payments and Income

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 594

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		799,422.60				799,422.60	
Banked on : 01/07/2017		120.15					
	Toilet Coin Boxes	120.15		20.02	1174 303	100.13	Toilet Coin Boxes - 01/07/17
Banked on : 01/07/2017		1,044.00					
	Market Rents	1,038.00			1020 201	1,038.00	Market Rents - 01/07/17
	Electricity	6.00		1.00	1022 201	5.00	Electricity - 01/07/17
Banked on : 01/07/2017		500.00					
Stan_Recp	J Hughes	500.00			1050 401	500.00	Cemetery House Rent
Banked on : 01/07/2017		16.50					
	BX Museum - 01/07/17	16.50			1006 119	16.50	BX Museum - 01/07/17 Tickets
Banked on : 02/07/2017		30.50					
	BX Museum - 02/07/17	23.50			1006 119	23.50	BX Museum - 02/07/17 Tickets
	BX Museum - 02/07/17	7.00			1007 119	7.00	BX Museum - 02/07/17 Donations
Banked on : 03/07/2017		715.90					
	Toilet Coin Boxes	103.50		17.25	1174 303	86.25	Toilet Coin Boxes - 03/07/17
	Linney Parking Meter	33.00		5.50	1075 411	27.50	Linney Parking Meter 03/07/17
	V Allen	579.40			1051 401	579.40	Cem Fees (E Yates) H/2/187
Banked on : 03/07/2017		504.00					
	D Gray	21.00			1023 201	21.00	Market Rents - Summer
	Market Rents	481.00			1020 201	481.00	Market Rents - 03/07/17
	Electricity	2.00		0.33	1022 201	1.67	Electricity - 03/07/17
Banked on : 03/07/2017		41.00					
	BX Museum	41.00			1006 119	41.00	BX Museum - Tickets 30/06/17
Banked on : 05/07/2017		583.05					
	Toilet Coin Boxes	76.20		12.70	1174 303	63.50	Toilet Coin Boxes - 05/07/17
	Linney Parking Meter	53.10		8.85	1075 411	44.25	Linney Parking Meter 05/07/17
	Hoskins	453.75			1051 401	453.75	Cem Fees (D Hollyhead) L/8/456
Banked on : 05/07/2017		842.00					
	T Dockerty	80.00		13.33	1040 201	66.67	Parking Permits - Produce
	Market Rents	623.00			1020 201	623.00	Market Rents - 05/07/17
	Parking Permits	132.00		22.00	1040 201	110.00	Parking Permits - 05/07/17
	Electricity	7.00		1.17	1022 201	5.83	Electricity - 05/07/17
Banked on : 05/07/2017		37.31					
	Barclays	37.31			4058 101	37.31	Bonus Refund May 17
Banked on : 05/07/2017		74.61					
	Barclays	74.61			4058 101	74.61	Loyalty Bonus May 17
Banked on : 06/07/2017		2,387.61					
	Pay Pal Market	2,387.61			201	2,387.61	Paypal Withdrawal

Continued on Page 595

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 595

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 06/07/2017		33.00						
	BX Museum - 06/07/17	33.00			1006	119	33.00	BX Museum - 06/07/17 Lecture
Banked on : 07/07/2017		1,580.00						
	Market Rents	930.00			1020	201	930.00	Market Rents - 07/07/17
	Market Rents	177.00			1038	201	177.00	Market Rents - F&C 06/07/17
	Parking Permits	120.00		20.00	1040	201	100.00	Parking Permits - 07/07/17
	Parking Permits	88.00		14.67	1040	201	73.33	Parking Permits - 06/07/17
	Electricity	6.00		1.00	1022	201	5.00	Electricity - 07/07/17
	Electricity	1.00		0.17	1022	201	0.83	Electricity - 06/07/17
	J Matthews	216.00			1038	201	216.00	Market Rents - F&C
	N Gumbs	42.00			1037	201	21.00	Market Rents - C&C
					1023	201	21.00	Market Rents - Summer
Banked on : 07/07/2017		896.08						
	Hoskins	116.16		19.36	1051	401	96.80	Cem Fees (A Bailey) I/5/646
	Hoskins	116.16		19.36	1051	401	96.80	Cem Fees (J&LMorris)J/10/2155
	B Strachan	379.80			1018	101	379.80	Street Trading Permit No. 520
	Linney Parking Meter	83.50		13.92	1075	411	69.58	Linney Parking Meter 07/07/17
	Toilet Coin Boxes	84.30		14.05	1174	303	70.25	Toilet Coin Boxes - 07/07/17
	Hoskins	116.16		19.36	1051	401	96.80	Cem Fees (W Johns) I/6/694
Banked on : 07/07/2017		28.00						
	BX Museum - 07/07/17	28.00			1006	119	28.00	BX Museum - 07/07/17 Tickets
Banked on : 08/07/2017		1,170.00						
	Market Rents	1,058.00			1020	201	1,058.00	Market Rents - 08/07/17
	Parking Permits	108.00		18.00	1040	201	90.00	Parking Permits - 08/07/17
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 08/07/17
Banked on : 08/07/2017		37.10						
	BX Museum - 08/07/17	34.50			1006	119	34.50	BX Museum - 08/07/17 Tickets
	BX Museum - 08/07/17	2.60			1008	119	2.60	BX Museum - 08/07/17 Sales
Banked on : 09/07/2017		24.60						
	BX Museum - 09/07/17	22.00			1006	119	22.00	BX Museum - 09/07/17 Tickets
	BX Museum - 09/07/17	2.60			1008	119	2.60	BX Museum - 09/07/17 Sales
Banked on : 10/07/2017		660.00						
	Market Rents	448.00			1020	201	448.00	Market Rents - 10/07/17
	Parking Permits	72.00		12.00	1040	201	60.00	Parking Permits - 10/07/17
	Electricity	3.00		0.50	1022	201	2.50	Electricity - 10/07/17
	J Hansen	42.00			1003	201	42.00	Market Rents - BX 9th, 16thJul
	J Wood	95.00			1038	201	32.00	Market Rents - F&C
					1035	201	42.00	Market Rents - B&C
					1023	201	21.00	Market Rents - Summer
Banked on : 10/07/2017		39.05						

Continued on Page 596

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 596

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Toilet Coin Boxes	39.05		6.51	1174	303	32.54	Toilet Coin Boxes - 08/07/17
Banked on : 10/07/2017		200.75						
	Linney Parking Meter	109.50		18.25	1075	411	91.25	Linney Parking Meter 10/07/17
	Toilet Coin Boxes	91.25		15.21	1174	303	76.04	Toilet Coin Boxes - 10/07/17
Banked on : 12/07/2017		787.00						
	Market Rents	628.00			1020	201	628.00	Market Rents - 12/07/17
	Electricity	7.00		1.17	1022	201	5.83	Electricity - 12/07/17
	Parking Permits	72.00		12.00	1040	201	60.00	Parking Permits - 12/07/17
	T Dockerty	80.00		13.33	1040	201	66.67	Parking Permits - Produce
Banked on : 12/07/2017		153.15						
	Toilet Coin Boxes	70.15		11.69	1174	303	58.46	Toilet Coin Boxes - 12/07/17
	Linney Parking Meter	28.10		4.68	1075	411	23.42	Linney Parking Meter 12/07/17
	DCS Metals Leominster	54.90		9.15	1171	101	45.75	Scrap Metal
Banked on : 14/07/2017		1,040.50						
	A Woof	74.00			1038	201	32.00	Market Rents - F&C
					1035	201	42.00	Market Rents - B&C
	Market Rents	878.50			1020	201	878.50	Market Rents - 14/07/17
	Parking Permits	84.00		14.00	1040	201	70.00	Parking Permits - 14/07/17
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 14/07/17
Banked on : 14/07/2017		153.30						
	Linney Parking Meter	59.10		9.85	1075	411	49.25	Linney Parking Meter 14/07/17
	Toilet Coin Boxes	94.20		15.70	1174	303	78.50	Toilet Coin Boxes - 14/07/17
Banked on : 15/07/2017		1,181.00						
	Market Rents	1,058.00			1020	201	1,058.00	Market Rents - 15/07/17
	Parking Permits	116.00		19.33	1040	201	96.67	Parking Permits - 15/07/17
	Electricity	7.00		1.17	1022	201	5.83	Electricity - 15/07/17
Banked on : 17/07/2017		561.00						
	D Hansen	21.00			1003	201	21.00	Market Rents - BX 23/07/17
	Market Rents	461.00			1020	201	461.00	Market Rents - 17/07/17
	Parking Permits	76.00		12.67	1040	201	63.33	Parking Permits - 17/07/17
	Electricity	3.00		0.50	1022	201	2.50	Electricity - 17/07/17
Banked on : 17/07/2017		44.40						
	Toilet Coin Boxes	44.40		7.40	1174	303	37.00	Toilet Coin Boxes - 15/07/17
Banked on : 17/07/2017		190.60						
	Toilet Coin Boxes	1.00		0.17	1174	303	0.83	Toilet Coin Boxes - 15/07/17
	Toilet Coin Boxes	96.30		16.05	1174	303	80.25	Toilet Coin Boxes - 17/07/17
	Linney Parking Meter	92.30		15.38	1075	411	76.92	Linney Parking Meter 17/07/17
	Cllr Cobley	1.00		0.17	1075	411	0.83	Linney Parking Meter 17/07/17
Banked on : 17/07/2017		1,600.00						
	Sales Recpts Page 286	1,600.00	1,600.00		101			Sales Recpts Page 286
Banked on : 17/07/2017		49.20						

Continued on Page 597

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 597

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	BX Museum	47.00			1006 119	47.00	BX Museum - Tickets - 15/07/17
	BX Museum	2.20		0.37	1008 119	1.83	BX Museum - Sales 15/07/17
Banked on : 17/07/2017		23.00					
	BX Museum	23.00			1006 119	23.00	BX Museum - Tickets 14/07/17
Banked on : 17/07/2017		27.10					
	BX Museum	24.50			1006 119	24.50	BX Museum - Tickets 16/07/17
	BX Museum	2.60			1008 119	2.60	BX Museum - Sales 16/07/17
Banked on : 19/07/2017		691.00					
	Market Rents	608.00			1020 201	608.00	Market Rents - 19/07/17
	Parking Permits	76.00		12.67	1040 201	63.33	Parking Permits - 19/07/17
	Electricity	7.00		1.17	1022 201	5.83	Electricity - 19/07/17
Banked on : 19/07/2017		5,259.66					
	HMRC	5,259.66			105	5,259.66	VAT Repay
Banked on : 19/07/2017		656.37					
	Toilet Coin Boxes	71.80		11.97	1174 303	59.83	Toilet Coin Boxes - 19/07/17
	Linney Parking Meter	62.25		10.38	1075 411	51.87	Linney Parking Meter 19/07/17
	M Lavers	290.00			1051 401	290.00	Cem Fees - H/7/291
	Griffin	116.16			1051 401	116.16	Cem Fees (P Darby) I/2/538
	Griffin	116.16			1051 401	116.16	Cem Fees (I Rees) L/2/1252
Banked on : 19/07/2017		1,160.00					
	Sales Recpts Page 290	1,160.00	1,160.00		101		Sales Recpts Page 290
Banked on : 21/07/2017		1,115.50					
	Market Rents	193.00			1020 201	193.00	Market Rents - F&C 20/07/17
	Market Rents	755.50			1020 201	755.50	Market Rents - 21/07/17
	Parking Permits	92.00		15.33	1040 201	76.67	Parking Permits - 20/07/17
	Parking Permits	68.00		11.33	1040 201	56.67	Parking Permits - 21/07/17
	Electricity	2.00		0.33	1022 201	1.67	Electricity - 20/07/17
	Electricity	5.00		0.83	1022 201	4.17	Electricity - 21/07/17
Banked on : 21/07/2017		136.95					
	Linney Parking Meter	53.55		8.92	1075 411	44.63	Linney Parking Meter 21/07/17
	Toilet Coin Boxes	83.40		13.90	1174 303	69.50	Toilet Coin Boxes - 21/07/17
Banked on : 21/07/2017		530.00					
	Cllr Gill	530.00			4200 105	530.00	Mayor Making Refreshments
Banked on : 21/07/2017		35.00					
	BX Museum	35.00			1006 119	35.00	BX Museum - Tickets 21/07/17
Banked on : 21/07/2017		-1.00					
	Correction	-1.00		-0.17	1174 303	-0.83	Toilet Coin Boxes
Banked on : 22/07/2017		1,181.00					
	Market Rents	1,058.00			1020 201	1,058.00	Market Rents - 22/07/17
	Parking Permits	116.00		19.33	1040 201	96.67	Parking Permits - 22/07/17

Continued on Page 598

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 598

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Electricity	7.00		1.17	1022	201	5.83	Electricity - 22/07/17
Banked on : 24/07/2017		803.00						
	Market Rents	445.00			1020	201	445.00	Market Rents - 24/07/17
	Parking Permits	64.00		10.67	1040	201	53.33	Parking Permits - 24/07/17
	Electricity	3.00		0.50	1022	201	2.50	Electricity - 24/07/17
	Jane Hansen	21.00			1003	201	21.00	Market Rents - BX 30/07/17
	Market Rents	208.00			1035	201	208.00	Market Rents - B&C 23/07/17
	Parking Permits	60.00		10.00	1040	201	50.00	Parking Permits - 23/07/17
	Electricity	2.00		0.33	1022	201	1.67	Electricity - 23/07/17
Banked on : 24/07/2017		44.40						
	Toilet Coin Boxes	44.40		7.40	1174	303	37.00	Toilet Coin Boxes - 22/07/17
Banked on : 24/07/2017		198.25						
	Toilet Coin Boxes	85.85		14.31	1174	303	71.54	Toilet Coin Boxes - 24/07/17
	Linney Parking Meter	112.40		18.73	1075	411	93.67	Linney Parking Meter 24/07/17
Banked on : 24/07/2017		1,200.00						
	Sales Recpts Page 287	1,200.00	1,200.00		101			Sales Recpts Page 287
Banked on : 24/07/2017		53.60						
	BX Museum	51.00			1006	119	51.00	BX Museum - Tickets 22/07/17
	BX Museum	2.60			1008	119	2.60	BX Museum - Sales 22/07/17
Banked on : 24/07/2017		31.00						
	BX Museum	26.00			1006	119	26.00	BX Museum - Tickets 23/07/17
	BX Museum	5.00			1007	119	5.00	BX Museum - Donations 23/07/17
Banked on : 26/07/2017		511.50						
	Market Rents	435.50			1020	201	435.50	Market Rents - 26/07/17
	Parking Permits	72.00		12.00	1040	201	60.00	Parking Permits - 26/07/17
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 26/07/17
Banked on : 26/07/2017		151.80						
	Linney Parking Meter	81.30		13.55	1075	411	67.75	Linney Parking Meter 26/07/17
	Toilet Coin Boxes	70.50		11.75	1174	303	58.75	Toilet Coin Boxes - 26/07/17
Banked on : 28/07/2017		2,066.00						
	Sales Recpts Page 288	2,066.00	2,066.00		101			Sales Recpts Page 288
Banked on : 28/07/2017		1,136.00						
	T Dockerty	80.00		13.33	1040	201	66.67	Parking Permits - Produce
	Market Rents	948.00			1020	201	948.00	Market Rents - 28/07/17
	Parking Permits	104.00		17.33	1040	201	86.67	Parking Permits - 28/07/17
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 28/07/17
Banked on : 28/07/2017		157.45						
	Linney Parking Meter	68.40		11.40	1075	411	57.00	Linney Parking Meter 28/07/17
	Toilet Coin Boxes	89.05		14.84	1174	303	74.21	Toilet Coin Boxes - 28/07/17

Continued on Page 599

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 599

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 29/07/2017		1,073.00						
	Market Rents	980.00			1020	201	980.00	Market Rents - 29/07/17
	Parking Permits	88.00		14.67	1040	201	73.33	Parking Permits - 29/07/17
	Electricity	5.00		0.83	1022	201	4.17	Electricity - 29/07/17
Banked on : 31/07/2017		501.00						
	J Hansen	21.00			1003	201	21.00	BX Market Rents - 30/07/17
	Market Rents	405.00			1020	201	405.00	Market Rents - 31/07/17
	Parking Permits	60.00		10.00	1040	201	50.00	Parking Permits - 31/07/17
	Electricity	3.00		0.50	1022	201	2.50	Electricity - 31/07/17
	Market Rents	12.00			1020	201	12.00	Market Rents - Arrears
Banked on : 31/07/2017		178.70						
	Linney Parking Meter	91.30		15.22	1075	411	76.08	Linney Parking Meter 31/07/17
	Toilet Coin Boxes	87.40		14.57	1174	303	72.83	Toilet Coin Boxes - 31/07/17
Banked on : 31/07/2017		57.20						
	Toilet Coin Boxes	57.20		9.53	1174	303	47.67	Toilet Coin Boxes - 29/07/17
Banked on : 31/07/2017		51.60						
	BX Museum	38.00			1006	119	38.00	BX Museum - Tickets 30/07/17
	BX Museum	13.60		1.83	1008	119	11.77	BX Museum - Sales 30/07/17
Banked on : 31/07/2017		28.40						
	BX Museum	20.00			1006	119	20.00	BX Museum - Tickets 29/07/17
	BX Museum	8.40		0.53	1008	119	7.87	BX Museum - Sales 29/07/17
Banked on : 31/07/2017		66.70						
	BX Museum	61.50			1006	119	61.50	BX Museum - Tickets - 28/07/17
	BX Museum	5.20			1008	119	5.20	BX Museum - Sales 28/07/17
Total Receipts for Month		36,449.54	6,026.00	792.95			29,630.59	
Cash Book Totals		835,872.14	6,026.00	792.95			829,053.19	

Continued on Page 600

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 600

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2017	TV Licence	Std Ord	12.12			4054 101	12.12	TV Licence
01/07/2017	Shropshire Council	Std Ord	2,177.00			4011 201	2,177.00	NDR Market
01/07/2017	Shropshire Council	Std Ord	118.00			4011 401	118.00	NDR Cemetery
01/07/2017	Shropshire Council	Std Ord	55.00			4011 411	55.00	NDR Linney
01/07/2017	Shropshire Council	Std Ord	294.00			4011 303	294.00	NDR Castle Street Toilets
01/07/2017	Shropshire Council	Std Ord	752.00			4011 121	752.00	NDR Guildhall
01/07/2017	Shropshire Council	Std Ord	368.00			4011 119	368.00	NDR - Buttercross
03/07/2017	Severn Trent Water	1	25.90	25.90		501		BX Annual Water Rates
03/07/2017	BT	2	46.78	46.78		501		BX Telephone Jun-Aug 17
03/07/2017	BT	3	73.20	73.20		501		BX Broadband Jun-Aug17
05/07/2017	Barclays Bank	4	248.70	248.70		501		Bank Charges May-Jun 17
07/07/2017	Shropshire Council	Std Ord	99.00			4011 303	99.00	NDR Smithfield Toilets
14/07/2017	Barclaycard	DDR	343.05		52.78	4201 105	-25.02	MM Refreshments - returned
						4323 500	-79.99	Returned Socket Gun
						4026 101	6.49	Portable Harddrive Case
						4070 101	5.00	First Aid Box - Eye Wash
						4070 101	3.26	First Aid Box - Burns Gel
						4070 101	7.21	First Aid Box - Gloves & Valve
						4070 101	5.95	First Aid Box - ThermalBlanket
						4020 101	56.00	Postage
						4070 101	6.80	Accident Book - BX
						4354 302	5.97	CCTV Signage
						4210 105	1.45	Union Jack Flag
						4201 105	41.87	MM Refreshments
						4026 101	46.99	Portable Harddrive Backup
						4612 121	175.08	PDF Fusion Corporate Licence
						4612 121	14.23	Fusion Path iPAQ
						4022 101	18.98	Laptop Case
17/07/2017	EDF Energy	4	11.00	11.00		501		Purchase Ledger
17/07/2017	Temple Comms Ltd	5	54.35	54.35		501		GH Telephone Charges
19/07/2017	The Midcountries Co-operative	2	470.65	470.65		501		Fuel - June 2017
19/07/2017	E.ON UK Energy Services	3	32.74	32.74		501		GH Electric June 17
20/07/2017	CNG Ltd	1	4.94	4.94		501		BX Gas Supply June 2017
21/07/2017	Rushmere Nurseries	BX0603305	1,683.26	1,683.26		501		Ludlow in Bloom plants 2017

Continued on Page 601

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 601

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/07/2017	Ludlow Homecare Ltd	0580170	80.73	80.73		501		Woodscrews
21/07/2017	Home-Start Southern Shropshire	0580273	1,100.00	1,100.00		501		Core Grant 16/17 & 17/18
21/07/2017	West Mercia Energy	0598586	49.00	49.00		501		Linney Rec Electric Feb 17
21/07/2017	Adam Wickers (Stand in Parade	0541443	60.00	60.00		501		Stand-in parade marshall
21/07/2017	Belidere Lift Limited	0574872	126.00	126.00		501		Lift repairs
21/07/2017	Discovery Tool & Plant Hire	0576582	258.60	258.60		501		Cherry picker for banners
21/07/2017	Kingfisher Hygiene	0588138	168.00	168.00		501		washroom services - all toilet
21/07/2017	Steve Sankey	0590690	70.00	70.00		501		BX Window cleaning July17
21/07/2017	West Mercia Energy	0598327	122.02	122.02		501		BX Mkt Electric Feb 17
21/07/2017	West Mercia Energy	0598994	129.58	129.58		501		Smithfield Toi Electric May 17
21/07/2017	Shropshire Football Associatio	0609189	500.00	500.00		501		Core Grant 2016/17
21/07/2017	Liversedge Autos Ltd	054082	387.63	387.63		501		Peugeot van MOT& repair
21/07/2017	Cleveland Biotech Ltd	0578142	106.85	106.85		501		Urinal treatment - Smithfield
21/07/2017	Hire Equipment (Ludlow) Ltd	0579485	100.00	100.00		501		Chipper for hedge cuttings
21/07/2017	Kingfisher Leisure & Workwear	0582819	273.48	273.48		501		DLF Uniforms 2017/18
21/07/2017	Morris, Bufton & Co Ltd	0589784	24.61	24.61		501		Light bulbs
21/07/2017	Roundabout Stationery	0590977	96.46	96.46		501		Stationery supplies
21/07/2017	Shropshire Council	0591624	68.72	68.72		501		Broadband charges May17
21/07/2017	Teme Valley Computers	0592362	150.00	150.00		501		IT assistance - MACCS Upgrade
21/07/2017	West Mercia Energy	0598255	170.25	170.25		501		Linney Toilets Electric Feb 17
21/07/2017	West Mercia Energy	0598562	302.19	302.19		501		BX Office Electric Feb 17
21/07/2017	West Mercia Energy	0600197	826.92	826.92		501		Mkt Electric April 17
21/07/2017	RoSPA	0602980	378.00	378.00		501		Annual inspection playareas
21/07/2017	Bridgnorth Town Council	0604507	30.00	30.00		501		Curry night x 2 17/07/17
21/07/2017	Shropshire Council	0654818	29,446.96	29,446.96		501		June Pension
21/07/2017	Bullseye Pest Control	0540035	110.00	110.00		501		Mole trapping
21/07/2017	Mr Simon Link	0590237	900.00	900.00		501		Wilding J/10/2156 6/7/17
21/07/2017	Menai Foam and Board Limited	0590509	232.12	232.12		501		Toilet supplies
21/07/2017	Travis Perkins Trading Co Ltd	0595768	390.00	390.00		501		Paint and rollers
21/07/2017	Petty Cash Top Up	205130	211.20		5.41	4022 101	12.58	Bubble wrap
						4015 101	1.29	washing up liquid
						4319 303	2.99	Air freshener
						4501 105	31.00	memorial plaque - Munslow

Continued on Page 602

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 602

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4202 105	31.31	plastic cups/refreshments
						4021 101	3.66	Coinbox return/mandate forms
						4032 101	7.95	Newspapers for scrapbook
						4030 201	38.22	Kids Corner
						4060 102	15.15	Shorlisting refreshments
						4210 105	11.96	white gloves - several pairs
						4322 500	18.00	trousers SYB
						4017 101	11.68	Power banks/refreshments
						4019 500	20.00	Mobile phone top up - cleaners
21/07/2017	Morris, Bufton & Co Ltd	5	24.35	24.35		501		MAY17DUPLICATE/ Bufton
24/07/2017	EE Ltd	1	221.40	221.40		501		Mobile Phone Charges - DLF
24/07/2017	Severn Trent Water	47	96.05	96.05		501		Water Charges
27/07/2017	PHS Group plc	4	124.54	124.54		501		Linney Toilets Aug-Oct
28/07/2017	Veolia Environmental Services	2	1,149.15	1,149.15		501		Mkt Waste Management June 17
28/07/2017	Network	3	326.20	326.20		501		Van Lease Hire - July 2017
31/07/2017	E.ON UK Energy Services	1	42.70	42.70		501		Guildhall Electric July 17
31/07/2017	Severn Trent Water	2	550.65	550.65		501		Water Charges - Smithfield
31/07/2017	Severn Trent Water	3	174.23	174.23		501		Water Charges - Guildhall
31/07/2017	Severn Trent Water	3	97.66	97.66		501		Water Charges
02/08/2017	Ludlow in Bloom	181717052	1,062.65	1,062.65		501		Remaining grant 17/18
22/08/2017	ASE Plumbing & Heating Supplie	269803	18.46	18.46		501		Fixings for depot toilet
22/08/2017	S Griffiths, General Builder	272310	261.31	261.31		501		Smithfield - lock fixing
22/08/2017	Herefordshire & Ludlow College	275672	30.00	30.00		501		Donation - presentation eve
22/08/2017	Menai Foam and Board Limited	278607	222.36	222.36		501		Toilet/Cleaning supplies
22/08/2017	Cemetery Fee Refund	3248405	10.56	10.56		501		Refund for duplicate payment
22/08/2017	A Cadet	3270172	100.00	100.00		501		Mayors Sun photography
22/08/2017	Bewdley Town Council	3270433	50.00	50.00		501		x2 Tix 7valley rail 25/8/17
22/08/2017	Border Engineering & Fabricati	3270943	180.00	180.00		501		Repairs to Mkt stalls
22/08/2017	Castle Hill Joinery	3271471	38.40	38.40		501		x2 Hardwood

Continued on Page 603

Date: 06/09/2017

Ludlow Town Council YE 2017/18

Page No: 603

Time: 09:28

Cash Book 1

User : LJ

Barclays Combined

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/08/2017	Digital Copier Systems	3271495	1,245.42	1,245.42		501		bench slats Photocopier use May-Aug 17
22/08/2017	Ludlow Homecare Ltd	3272932	20.26	20.26		501		Woodscrews
22/08/2017	Kidderminster Town Council	3274818	20.00	20.00		501		Mayors BBQ Tickets x 2
22/08/2017	Ludlow Area Youth Partnership	3275040	750.00	750.00		501		Youth Partnership grant 17/18
22/08/2017	Keep Our Shropshire History AI	3275649	300.00	300.00		501		KOSHA Support grant 17/18
22/08/2017	Mr Simon Link	3276820	700.00	700.00		501		11/8/17 H/11/416 Parry
22/08/2017	Landscape Supply Co.	3277520	222.55	222.55		501		Boots - RV
22/08/2017	Roundabout Stationery	3282719	44.86	44.86		501		Stationery & Office Supplies
22/08/2017	RBS Software Solutions	3282771	685.26	685.26		501		Year end closedown 16/17
22/08/2017	Shropshire Council	3284309	34.36	34.36		501		Broadband GH July 17
22/08/2017	Shropshire Council	3284999	30,334.76	30,334.76		501		Admin Fee July 2017
22/08/2017	Shrewsbury Town Council	3288849	50.00	50.00		501		x2 tix Summer Lunch 13/08/17
22/08/2017	Stephen J Weaver (Wooferton) L	3289123	135.00	135.00		501		June - Storage re town walls
22/08/2017	West Mercia Energy	3290511	86.40	86.40		501		Linney Rec electric - June 17
22/08/2017	Hire Equipment (Ludlow) Ltd	807054	65.40	65.40		501		Hire of Nail Gun/Nails/Gas
04/09/2017	The Pontoon and Dock Co. Ltd	205131	3,032.48	3,032.48		501		Fixing of Linney Jetty
05/09/2017	Midland News Association	3278496	357.00	357.00		501		Ad - Full time maternity
05/09/2017	North Shropshire Scaffolding	3282469	421.20	421.20		501		Scaffold Hire (town walls)
Total Payments for Month			87,024.63	82,595.26	58.19		4,371.18	
Balance Carried Fwd			748,847.51					
Cash Book Totals			835,872.14	82,595.26	58.19		753,218.69	

Agenda Item 8b

Reconciliation

Bank Reconciliation Statement as at: 31/07/2017 for Cash Book 1 Barclays Combined

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60664030 - Current Account	31/07/2017	1	1,000.00
60949167 - Savings Account	31/07/2017	1	788,326.20
			<u>789,326.20</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			789,326.20
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			789,326.20
		Balance per Cash Book is :-	789,326.20
		Difference is :-	0.00

Agenda Item 8c
Barclaycard Statement

STATEMENT FOR G WILDING

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 547676 09131 84282
Card number: 5476 7602 8962 6270
Statement date: 19 July 2017
Page number: 3 of 3
Monthly spend limit: £7,000.00

Date	Description	Amount
19 Jun 2017	CURRYS ONLINE HEMEL HEMPSTEGBR <i>Tablet</i>	99.99
200635377757	ELECTRONIC SALES	
20 Jun 2017	TESCO DIRECT CHESHUNT GBR <i>Toilet Cleaner Mobile Phone</i>	29.00
210655377757	MISCELLANEOUS AND RETAIL STORES	
23 Jun 2017	GODADDY COM EUROPE 020 7979 2661 <i>Standard SSL - MACCS</i>	73.47
260605206657	COMPUTER NETWORK/INFORMATION SERVICES	
26 Jun 2017	LINKS ELECTRICAL SUPPL LUDLOW GBR <i>Fluorescent Tube & Starters</i>	23.57
270655184227	ELECTRICAL PARTS AND EQUIPMENT	
27 Jun 2017	PAYPAL *HONGKONGFEN 35314369001 GBR <i>Memory Stick</i>	13.39
280685130087	ELECTRONIC SALES	
30 Jun 2017	Amazon UK Marketplace 800-279-6620 LUX <i>Tablet Case</i>	11.48
030755204727	BOOK STORES	
1 Jul 2017	POST OFFICE COUNTER LUDLOW <i>Postage</i>	7.25
030755504437	POSTAGE STAMPS	
7 Jul 2017	DVLA VEHICLE TAX 0300 1234321 <i>VU06 GUN Road Tax</i>	242.50
100705230657	GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	
17 Jul 2017	ROYAL MAIL EDINBURGH GBR <i>Postage Stamps 1st & 2nd</i>	121.00
180735425157	POSTAGE STAMPS	
19 Jul 2017	CARD FEE	32.00
9 new purchases / cash advances.		
Total of spending.		£653.65

STATEMENT FOR G WILDING

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 547676 09131 84282
Card number: 5476 7602 8962 6270
Statement date: 19 August 2017
Page number: 3 of 3
Monthly spend limit: £7,000.00

Date	Description	Amount
24 Jul 2017	SLCC ENTERPRISES LTD TAUNTON GBR 250755184227 SCHOOLS AND EDUCATIONAL SERVICES NOT ELSEWHERE CLASSIFIED	CILCA Membership 250.00
25 Jul 2017	WWW.TOOLSTATION.COM CC STAT GBR 260745425157 HARDWARE STORES	Electric Lock Release - Smithfield 14.03
30 Jul 2017	Amazon UK Marketplace 800-279-6620 LUX 310755204727 BOOK STORES	Cables & Wipes 20.91
1 Aug 2017	Amazon UK Marketplace 800-279-6620 LUX 020855204727 BOOK STORES	Helium Gas Cylinder - BX Birthday 27.45
10 Aug 2017	WWW.FURNITUREATWORK.CO GLASGOW GBR 110835425157 FURNITURE, HOME FURNISHINGS AND EQUIPMENT STORES	Office Chair - Replacement 46.80
15 Aug 2017	PAYPAL *R FELTON 35314369001 GBR 160885130087 MISCELLANEOUS HOUSE FURNISHING SPECIALITY STORES	Senior's Party Bags 3.30
17 Aug 2017	Amazon EU AMAZON.CO.UK LUX 170855204727 ALL OTHER DIRECT MARKETERS	Batteries 11.88
7 new purchases / cash advances. Total of spending.		£374.37

Agenda Item 8d

Paypal

Date: 30/08/2017

Ludlow Town Council YE 2017/18

Page No: 39

Time: 09:09

Cash Book 2

User : LJ

Pay Pal Market

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,591.99					2,591.99	
Banked on : 31/07/2017		564.00						
	Paypal	564.00			1037	201	168.00	Market Rents - C&C
					1035	201	147.00	Market Rents - B&C
					1038	201	186.00	Market Rents - F&C
					1023	201	63.00	Market Rents - Summer`
Total Receipts for Month		564.00	0.00	0.00			564.00	
Cash Book Totals		<u>3,155.99</u>	<u>0.00</u>	<u>0.00</u>			<u>3,155.99</u>	

Continued on Page 40

Date: 30/08/2017

Ludlow Town Council YE 2017/18

Page No: 40

Time: 09:09

Cash Book 2

User : LJ

Pay Pal Market

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/07/2017	Barclays Combined	Paypal	2,387.61			202		2,387.61	Paypal Withdrawal
31/07/2017	Paypal	DDR	24.86			4327	201	24.86	Commision Charge

Total Payments for Month	2,412.47	0.00	0.00	2,412.47
---------------------------------	----------	------	------	----------

Balance Carried Fwd	743.52
----------------------------	--------

Cash Book Totals	<u>3,155.99</u>	<u>0.00</u>	<u>0.00</u>	<u>3,155.99</u>
-------------------------	-----------------	-------------	-------------	-----------------

Bank Reconciliation Statement as at: 31/07/2017 for Cash Book 2 Pay Pal Market

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/07/2017	22	743.52
			<hr/> 743.52
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			<hr/> 743.52
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			<hr/> 743.52
		Balance per Cash Book is :-	743.52
		Difference is :-	0.00

Agenda Item 8e
Mayor's Charity

Date: 30/08/2017

Mayor's Charity Account

Page No: 6

Time: 09:12

Cash Book 1

User : LJ

Current Bank A/c

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
--------------------	----------------------	------------------------	------------------	--------------	------------	---------------	-----------------	---------------------------

Balance Brought Fwd : 4,043.71

4,043.71

Banked on : 0.00

0.00

0.00

Total Receipts for Month 0.00

0.00

0.00

0.00

Cash Book Totals 4,043.71

0.00

0.00

4,043.71

Date: 30/08/2017

Mayor's Charity Account

Page No: 7

Time: 09:12

Cash Book 1

User : LJ

Current Bank A/c

For Month No : 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00					0.00	
								0.00	
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			4,043.71						
Cash Book Totals			4,043.71	0.00	0.00			4,043.71	

Date: 30/08/2017

Mayor's Charity Account

Page No: 1

Time: 09:11

User : LJ

Bank Reconciliation Statement as at: 30/06/2017 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	30/06/2017	44	4,043.71
			<u>4,043.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>4,043.71</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>4,043.71</u>
		Balance per Cash Book is :-	4,043.71
		Difference is :-	0.00

Date: 30/08/2017

Mayor's Charity Account

Page No: 6

Time: 09:13

Cash Book 1

User : LJ

Current Bank A/c

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
--------------------	----------------------	------------------------	------------------	--------------	------------	---------------	-----------------	---------------------------

Balance Brought Fwd : 4,043.71

4,043.71

Banked on : 0.00

0.00

0.00

Total Receipts for Month 0.00

0.00

0.00

0.00

Cash Book Totals 4,043.71

0.00

0.00

4,043.71

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00					0.00	
								0.00	
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			4,043.71						
Cash Book Totals			4,043.71	0.00	0.00			4,043.71	

Date: 30/08/2017

Mayor's Charity Account

Page No: 1

Time: 09:13

User : LJ

Bank Reconciliation Statement as at: 31/07/2017 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/07/2017	45	4,043.71
			<u>4,043.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>4,043.71</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>4,043.71</u>
		Balance per Cash Book is :-	4,043.71
		Difference is :-	0.00

Agenda Item 9a
Customer Care Policy



LUDLOW TOWN COUNCIL

CUSTOMER CARE POLICY & CODE OF PRACTICE

Adopted Full Council 2nd September 2013
[Amended by Ellis Whittam August 2017](#)



LUDLOW TOWN COUNCIL

CUSTOMER CARE POLICY & CODE OF PRACTICE

Policy Statement

- i) The Town Council's Customer Care Policy is to be approachable, business like and caring in all dealings with its customers;
- ii) The Council recognises that all elected Members and staff share the responsibility for fulfilling this policy and that commitments must be made within the Town Council in order to do this.

The following code of practice is designed to fulfill this policy.

Code of Practice

***"First impressions are lasting -
there is never a second chance to make a first impression"***

Ludlow Town Council is constantly trying to improve the service it delivers to you, the customer. Our wish is to provide you with an efficient and courteous service.

We will:

- treat you politely and with respect
- listen to you and take your views, wishes and needs seriously
- use plain language and not use jargon
- not discriminate against you.

When answering the telephone we will:

- aim to answer your call within six rings
- greet you politely and clearly
- take a message or try to give you the correct number to phone if your call is not for us

- return your answerphone messages within two working days.

When dealing with your letters, we will:

- provide an acknowledgement where requested
- respond to your enquiry within ten working days.

When dealing with your emails or web requests we will:

- provide an acknowledgement when requested
- respond to your enquiry within ten working days.

When you visit the Town Council Office, we will:

- ensure you are greeted within three minutes of arriving.

When we meet you away from the Town Council offices, we will endeavour:

- be on time
- carry official identification or wear a name badge
- provide a business card with contact details, where appropriate.

With regards to our play areas and open spaces, we will:

- arrange for the grass to be cut regularly during the growing season
- carry out weekly visual checks on all playground equipment and facilities to ensure that they are safe to use
- collect and dispose of litter at least twice weekly in the summer season.

Commented [n1]: These are the only elements that relate to health and safety, you could refer to the relevant policies that cover these elements, this could be stated at the bottom of this Policy as an addendum

When dealing with complaints, comments and compliments, we will:

- provide you with information about how to report a complaint, comment or compliment record complaints, comments and compliments and use them to review and improve our services
- respond to all complaints within 10 working days
- treat complaints confidentially, while making sure we are fair to everyone concerned
- inform you how you can take your complaint further if you are not satisfied with our response
- apologise when we are at fault and do our very best to put things right.

We will keep customers informed and involved by:

- producing information about the Town Council and our services that is accurate, useful and up to date, through our website www.ludlow.gov.uk; noticeboards and newsletters
- making this information accessible if you are a disabled person
- publishing regularly how well we are meeting our Customer Service Standards
- reviewing these Customer Standards every year
- using your feedback to help us make decisions.

Our employees have a right to:

- work in a safe environment free from aggressive or threatening behaviour
- be treated politely.
- [zero tolerance on bullying either from members of the public or colleagues](#)

Commented [n2]: As above comment e.g. Violence at Work Policy

Formatted

Help us to help you by letting us know:

- in good time if you need to cancel or rearrange an appointment
- immediately if you are unhappy with the service you have received
- if you are pleased with the service you have received.

Town Clerk
June 2013

Agenda Item 9b
Data Transparency



The Code of Recommended Practice for Local Authorities on Data Transparency

Adopted at Full Council 8th July 2013

1. Introduction and application

- 1.1 This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 to issue a Code of Recommended Practice (The Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related.
- 1.2 The Code sets out key principles for local authorities in creating greater transparency through the publication of public data. The Code does not replace or supersede the existing legal framework for access to public sector information provided by the Freedom of Information Act 2000, Environmental Information Regulations 2004, the Re-use of Public Sector Information Regulations 2005 and INSPIRE Regulations 2009. Following this Code should help local authorities to meet these obligations to achieve the routine publication of more data to enhance accountability to the public.
- 1.3 The Code applies in England only.

2. Definitions

2.1 In this Code:

“the Act” means the Local Government, Planning and Land Act 1980;
“local authority” means:

- a county council
- a district council
- a parish council which has gross annual income or expenditure (whichever is the higher) of at least £200,000
- a London borough council
- the Common Council of the City of London in its capacity as a local authority or police authority
- the Council of the Isles of Scilly
- a National Park authority for a National Park in England
- the Broads Authority

- the Greater London Authority so far as it exercises its functions through the Mayor
- the London Fire and Emergency Planning Authority
- Transport for London
- the London Development Agency
- a fire and rescue authority (constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, and a metropolitan county fire and rescue authority)
 - a) a police authority, meaning:
 - b) a police authority established under section 3 of the Police Act 1996
- the Metropolitan Police Authority
- a joint authority established by Part IV of the Local Government Act 1985 (fire and rescue services and transport)
- joint waste authorities, i.e. an authority established for an area in England by an order under section 207 of the Local Government and Public Involvement in Health Act 2007
- an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- a combined authority established under section 103 of that Act
- waste disposal authorities, i.e. an authority established under section 10 of the Local Government Act 1985
- an Integrated Transport Authority for an integrated transport area in England

3. Scope

- 3.1 Greater transparency of public bodies is at the heart of enabling the public to hold politicians and public bodies to account. Where public money is involved there is a fundamental public interest in being able to see how it is being spent, to demonstrate how value for money has been achieved or to highlight inefficiency. Publication of data should also be used to open new markets for local business, the voluntary and community sectors and social enterprises to run services or manage public assets.
- 3.2 “Public data” therefore 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. Public data will generally not include personal information. Public data can only include personal information if disclosure would not contravene the Data Protection Act, and disclosure of personal information should be necessary to meet a legitimate public interest.

4. Principles

- 4.1 The following principles should underpin local authority decisions on the release of public data. Local authorities should respond to best practice as it develops. This requires a proactive approach to review and pursue higher standards.

5. Demand-Led

- 5.1 There are growing expectations that new technologies and publication of data should support transparency and accountability. Local authorities should not pre-determine the value of their public data and the level of public demand; rather they should understand what they hold, what their communities want and then release it in a way that allows the public, developers or the media to use it. This may involve users combining it with data from other sources to create new information.
- 5.2 The Freedom of Information Act 2000 requires local authorities to operate a publication scheme approved by the Information Commissioner's Office that sets out information that must be routinely published. Local authorities must comply with these requirements.
- 5.3 Local authorities should build and maintain an inventory of the public data that they hold so that people are able to know what is available to them. If public data would be released under Freedom of Information it should be included in the inventory. As this inventory is highlighted to the widest possible audience demand should grow and local authorities should expect to publish more.
- 5.4 These inventories should be registered on data.gov.uk to support a single point of access for all public data from national and local government.
- 5.5 As a minimum, the public data that should be released are:
 - 5.5.1 Expenditure over £500, (including costs, supplier and transaction information). Any sole trader or body acting in a business capacity in receipt of payments of at least £500 of public money should expect such payments to be transparent.
 - 5.5.2 Senior employee salaries, names (with the option for individuals to refuse to consent for their name to be published), job descriptions, responsibilities, budgets and numbers of staff. 'Senior employee salaries' is defined as all salaries which are above £58,200 and above (irrespective of post), which is the Senior Civil Service minimum pay band. Budgets should include the overall salary cost of staff reporting to each senior employee.

- 5.5.3 An organisational chart of the staff structure of the local authority including salary bands and details of currently vacant posts.
- 5.5.4 The 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce.
- 5.5.5 Councillor allowances and expenses.
- 5.5.6 Copies of contracts and tenders to businesses and to the voluntary community and social enterprise sector.
- 5.5.7 Grants to the voluntary community and social enterprise sector should be clearly itemised and listed.
- 5.5.8 Policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position.
- 5.5.9 The location of public land and building assets and key attribute information that is normally recorded on asset registers and
- 5.5.10 Data of democratic running of the local authority including the constitution, election results, committee minutes, decision - making processes and records of decisions.

6. Open

- 6.1 Provision of public data should become integral to local authority engagement with residents 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 residents and other interested persons.
- 6.2 Public data should be published in a format and under a licence that allows open re-use, including for commercial and research activities, in order to maximise value to the public. The Open Government Licence published by The National Archive should be used as the recommended standard. Where any copyright concerns exist with public data these should be made clear.
- 6.3 Publication should be in open and machine-readable formats. The recommended 5 step journey to a fully open format is:

*Available on the web (whatever format) but with an open license

** As for one star plus available as machine-readable structured data (e.g. Excel instead of image scan of a table)

*** As for two star plus use a non-proprietary format (e.g. CSV and XML)

**** All the above plus use open standards from the World Wide Web Consortium (such as RDF and SPARQL21) and

***** All the above plus link your data to other people's data to provide context

- 6.4 Local authorities should use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the Chartered Institute of Public Finance and Accountancy Red Book 2 – *Managing the Risk of Fraud – Actions to Counter Fraud and Corruption*.

7. Timely

- 7.1 The timeliness of making public data available is often of vital importance. It should be made published as soon as possible following production even if it is not accompanied with detailed analysis. Where practical, local authorities should seek to publish in real time.
- 7.2 Public data should be as accurate as possible at first publication. While errors may occur, the publication of information should not be unduly delayed to rectify mistakes. Instead, publication should be used to help address any imperfections and deficiencies. This concerns errors in data accuracy not errors in redacting personal data, which is covered below. The best way to achieve this is by having robust information management processes in place.
- 7.3 Where errors in public data are discovered, or files are changed for other reasons (such as omissions), local authorities should publish revised information making it clear where and how there has been an amendment. Meta data on data.gov.uk should be amended accordingly.

8. Exclusions and exemptions

- 8.1 Local authorities must comply with the law on data protection, and so must not release data if that would contravene the Data Protection Act 1998 or sections 100A, 100B or 100F LGA 1972. Where information would fall within one of the exemptions from disclosure under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, INSPIRE Regulations 2009 or falls within Schedule 12A LGA 1972 then it is in the discretion of the local authority whether or not to rely on that exemption or publish the data. However, the Government believes that local transparency can be implemented in a way that complies with the Data Protection Act.

SIGNED: Shehla Husain, a Senior Civil Servant in the Department for Communities and Local Government

Department for Communities and Local Government



Department for
Communities and
Local Government

Local Government Transparency Code 2015



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Contents

1	Part 1: Introduction	4
2	Part 2: Information which must be published	11
3	Part 3: Information recommended for publication	23
4	Annex A: Table summarising all information to be published	28
5	Annex B: Detecting and preventing fraud	38
6	Annex C: Social housing asset data to be published	40

Part 1: Introduction

Policy context

1. This Code is 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.
2. '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.
3. Analysis by Deloitte¹ for the Shakespeare Review of Public Sector Information estimates the economic benefits of public sector information in the United Kingdom as £1.8 billion, with social benefits amounting to £5 billion. The study highlights the significant potential benefits from the publication of public data. And, local authorities and local people want to see published open data:
 - 80 per cent of those responding to a transparency survey² by the Local Government Association in September 2012 cited external accountability as a benefit, with 56 per cent citing better local decision making and democracy as a benefit
 - a survey of 800 members of Bedford's Citizens Panel³ showed that 64 per cent of respondents thought it was very important that the council makes data available to the public and the public were most interested in seeing data made available about council spending and budgets (66 per cent)
 - research by Ipsos MORI⁴ found that the more citizens feel informed, the more they tend to be satisfied with public services and their local authorities.

¹ "Market Assessment of Public Sector Information", Deloitte, May 2013, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/198905/bis-13-743-market-assessment-of-public-sector-information.pdf

² "Local Government Transparency Survey 2012", LGA, December 2012, http://www.local.gov.uk/documents/10180/11541/Local_Government_Transparency_Survey_2012.pdf/dd4c24ed-20ba-4feb-b6eb-fea21e4af049

³ "Citizens Panel Summer 2011 Survey Results Data Transparency" Bedford Borough Council, August 2011 (unpublished)

⁴ "What do people want, need and expect from public services?", Ipsos MORI, 2010, http://www.ipsos-mori.com/DownloadPublication/1345_sri_what_do_people_want_need_and_expect_from_public_services_110310.pdf

4. Therefore, 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 (eg. 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.
5. Three principles 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
 - **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.
6. This Code ensures local people can now see and access data covering (annex A summarises the publication requirements specified in this Code):
 - **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 assets⁵. For example, self-financing for council housing – introduced in April 2012 – gave each local authority a level of debt it could support based on the valuation of its housing stock. This Code gives local people the information they need to ask questions about how their authority is managing its housing stock to ensure it is put to best use, including considering whether higher value, vacant properties could be used to fund the building of new affordable homes and so reduce waiting lists. The requirement in paragraphs 38 to 41 builds on existing Housing Revenue Account practices⁶
 - **decision making** – how decisions are taken and who is taking them, including how much senior staff are paid, and
 - **issues important to local people** – for example, parking and the amount spent by an authority subsidising trade union activity.

⁵ Nationally, local authorities' estate (all forms of land and buildings) is estimated to be worth about £220 billion.

⁶ The Housing Revenue Account (Accounting Practices) Directions 2011 require that local authorities' annual statement of accounts include disclosure of the total balance sheet value of the land, houses and other property and the vacant possession value of dwellings within the authority's Housing Revenue Account, <https://www.gov.uk/government/publications/the-housing-revenue-account-directions-2011>.

7. Local authorities are encouraged to consider the responses the Government received⁷ to its consultation and look to go further than this Code by publishing some of the data proposed by respondents, in line with the principle that all data held and managed by local authorities should be made open and available to local people unless there are specific sensitivities to doing so.
8. Fraud can thrive where decisions are not open to scrutiny and details of spending, contracts and service provision are hidden from view. Greater transparency, and the provisions in this Code, can help combat fraud. Local authorities should also use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the Chartered Institute of Public Finance and Accountancy Code of Practice on Managing the Risk of Fraud and Corruption⁸. Annex B provides further information on combating fraud.

Application

9. This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 ("the Act") to issue a Code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act.
10. 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 (INSPIRE) Regulations 2009, and
 - sections 25 and 26 of the Local Audit and Accountability Act 2014⁹ which provide rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.
11. This Code does not apply to Police and Crime Commissioners, for whom a separate transparency framework applies.

⁷ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266815/Transparency_Code_Government_Response.pdf (see paragraph 37)

⁸ <http://www.cipfa.org/services/counter-fraud-centre/code-of-practice>

⁹ See the Accounts and Audit Regulations 2015 (S.I. 2014/234) for details of when and how those rights may be exercised.

12. This Code only applies to local authorities in relation to descriptions of information or data where that type of local authority undertakes the particular function to which the information or data relates.

13. The Code applies in England only.

Definitions

14. In this Code:

“local authority” means:

- a county council in England
- a district council
- a parish council which has gross annual income or expenditure (whichever is the higher) exceeding £200,000
- a London borough council
- the Common Council of the City of London in its capacity as a local authority
- the Council of the Isles of Scilly
- a National Park authority for a National Park in England
- the Broads Authority
- the Greater London Authority so far as it exercises its functions through the Mayor
- the London Fire and Emergency Planning Authority
- Transport for London
- a fire and rescue authority (constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, and a metropolitan county fire and rescue authority)
- a joint authority established by Part IV of the Local Government Act 1985 (fire and rescue services and transport)
- a joint waste authority, i.e. an authority established for an area in England by an order under section 207 of the Local Government and Public Involvement in Health Act 2007
- an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- a combined authority established under section 103 of that Act
- a waste disposal authority, i.e. an authority established under section 10 of the Local Government Act 1985, and
- an integrated transport authority for an integrated transport area in England.

“a social enterprise”¹⁰ means a business that trades for a social and/or environmental purpose and is a business which:

- aims to generate its income by selling goods and services, rather than through grants and donations
- is set up to specifically make a difference, and
- reinvests the profits it makes for the purpose of its social mission.

“a small or medium sized enterprise” means an undertaking which has fewer than 250 employees.

“voluntary and community sector organisations” means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.

Data protection

15. The Government believes that local transparency can be implemented in a way that complies with the Data Protection Act 1998. Where local authorities are disclosing information which potentially engages the Data Protection Act 1998, they must ensure that the publication of that information is compliant with the provisions of that Act. The Data Protection Act 1998 does not restrict or inhibit information being published about councillors or senior local authority officers because of the legitimate public interest in the scrutiny of such senior individuals and decision makers. The Data Protection Act 1998 also does not automatically prohibit information being published naming the suppliers with whom the authority has contracts, including sole traders, because of the public interest in accountability and transparency in the spending of public money.
16. For other situations where information held by local authorities contains public data which cannot be disclosed in a Data Protection Act compliant manner, the Information Commissioner’s Office has published guidance on anonymisation of datasets, enabling publication of data which can yield insights to support public service improvement, whilst safeguarding individuals’ privacy¹¹.
17. To ensure that published valuation information for social housing assets (see paragraphs 38 to 41) is not disclosive of individual properties, authorities are required to publish their valuation data at postal sector level, i.e. full ‘outbound’ code (first part of the postcode) and first digit of the ‘inbound’ code (second part of the postcode). This provides an average cell size of 2,500 households, which should be large enough to prevent identification of individual dwellings. However, in particular areas where the postcode sector gives a number of households below 2,500 the postcode level should be set higher, that is at postcode district level (e.g. PO1 ***).

¹⁰ <https://www.gov.uk/set-up-a-social-enterprise>

¹¹ http://ico.org.uk/for_organisations/data_protection/topic_guides/anonymisation

18. Local authorities should also make the following adjustment prior to publishing social housing valuation data in order to mitigate the possibility of identifying individual properties:

- Step 1 – for any given postcode sector where the number of occupied social housing properties in any valuation bands is less than a threshold of '10', authorities should merge that particular cell with the next lowest valuation band, and so on until the resultant merged cells contain at least '10' occupied social housing properties. However, if continued repetition of step 1 leads to the number of valuation bands applied to that postcode sector falling below the proposed minimum threshold of valuation bands as set out in paragraph 17, authorities should then apply step 2.
- Step 2 – authorities should merge the original (non-merged) valuation data for the relevant postcode sector with the valuation data with any adjoining postcode sectors which show the lowest number of socially rented properties. Then apply Step 1.

Licences

19. When using postcode data (for example, in connection with paragraphs 35 to 41), local authorities will need to assess their current licence arrangement with the Royal Mail with regards to the terms of use of the Postcode Address File (PAF).

Commercial confidentiality

20. The Government has not seen any evidence that publishing details about contracts entered into by local authorities would prejudice procurement exercises or the interests of commercial organisations, or breach commercial confidentiality unless specific confidentiality clauses are included in contracts. Local authorities should expect to publish details of contracts newly entered into – commercial confidentiality should not, in itself, be a reason for local authorities to not follow the provisions of this Code. Therefore, local authorities should consider inserting clauses in new contracts allowing for the disclosure of data in compliance with this Code.

Exclusions and exemptions

21. Authorities should ensure that they do not contravene the provisions of sections 100A, 100B or 100F of the Local Government Act 1972.

22. Where information would otherwise fall within one of the exemptions from disclosure, for instance, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009 or fall within Schedule 12A to the Local Government Act 1972 then it is at the discretion of the local authority whether or not to rely on that exemption or publish the data. Local authorities should start from the presumption of openness and disclosure of information, and not rely on exemptions to withhold information unless absolutely necessary.

Timeliness and errors

23. Data should be as accurate as possible at first publication. While errors may occur, the publication of information should not be unduly delayed to rectify mistakes. This concerns errors in data accuracy. The best way to achieve this is by having robust information management processes in place.
24. Where errors in data are discovered, or files are changed for other reasons (such as omissions), local authorities should publish revised information making it clear where and how there has been an amendment. Metadata on data.gov.uk should be amended accordingly.

Further guidance and support

25. The Local Government Association has published guidance¹² on transparency (eg. technical guidance notes, best practice examples and case studies) to help local authorities comply with this Code.

¹² <http://www.local.gov.uk/practitioners-guides-to-publishing-data>

Part 2: Information which must be published

Part 2.1: Information to be published quarterly

26. Data covered by this section includes:

- expenditure exceeding £500 (see paragraphs 28 and 29)
- Government Procurement Card transactions (paragraph 30), and
- procurement information (see paragraphs 31 and 32).

27. The data and information referred to in this Part (2.1) must be:

- first published within a period of three months from the date on which the local authority last published that data under the Local Government Transparency Code 2014¹³ and not later than one month after the quarter to which the data and information is applicable
- published quarterly thereafter and on each occasion not later than one month after the quarter to which the data and information is applicable.

Expenditure exceeding £500

28. Local authorities must publish details of each individual item of expenditure that exceeds £500¹⁴. This includes items of expenditure¹⁵, consistent with Local Government Association guidance¹⁶, such as:

- individual invoices
- grant payments
- expense payments
- payments for goods and services
- grants
- grant in aid
- rent
- credit notes over £500, and
- transactions with other public bodies.

¹³ Under the Local Government Transparency Code 2014, local authorities were required to publish this data on the first occasion, not later than 31 December 2014 and quarterly thereafter.

¹⁴ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

¹⁵ Salary payments to staff normally employed by the local authority should not be included. However, local authorities should publish details of payments to individual contractors (e.g. individuals from consultancy firms, employment agencies, direct personal contracts, personal service companies etc) either here or under contract information.

¹⁶ <http://www.local.gov.uk/practitioners-guides-to-publishing-data>

29. For each individual item of expenditure the following information must be published:

- date the expenditure was incurred
- local authority department which incurred the expenditure
- beneficiary
- summary of the purpose of the expenditure¹⁷
- amount¹⁸
- Value Added Tax that cannot be recovered, and
- merchant category (eg. computers, software etc).

Government Procurement Card transactions

30. Local authorities must publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:

- date of the transaction
- local authority department which incurred the expenditure
- beneficiary
- amount¹⁹
- Value Added Tax that cannot be recovered
- summary of the purpose of the expenditure, and
- merchant category (eg. computers, software etc).

¹⁷ This could be the descriptor that local authorities use in their accounting system providing it gives a clear sense of why the expenditure was incurred or what it purchased or secured for the local authority.

¹⁸ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

¹⁹ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

Procurement information

31. Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services²⁰ with a value that exceeds £5,000^{21, 22}. For each invitation, the following details must be published:

- reference number
- title
- description of the goods and/or services sought
- start, end and review dates, and
- local authority department responsible.

32. Local authorities must also publish details of any contract²³, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000²⁴. For each contract, the following details must be published:

- reference number
- title of agreement
- local authority department responsible
- description of the goods and/or services being provided
- supplier name and details
- sum to be paid over the length of the contract or the estimated annual spending or budget for the contract²⁵
- Value Added Tax that cannot be recovered
- start, end and review dates
- whether or not the contract was the result of an invitation to quote or a published invitation to tender, and
- 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 number²⁶.

²⁰ This includes contracts for staff who are employed via consultancy firms or similar agencies.

²¹ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

²² Tenders for framework agreements should be included, even though there may be no initial value.

²³ This includes contracts for staff who are employed via consultancy firms or similar agencies.

²⁴ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

²⁵ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

²⁶ For example, this might be the company or charity registration number.

Part 2.2: Information to be published annually

33. Data covered by this section includes:

- local authority land (see paragraphs 35 to 37)
- social housing assets (see paragraphs 38 to 41)
- grants to voluntary, community and social enterprise organisations (see paragraphs 42 and 43)
- organisation chart (see paragraph 44)
- trade union facility time (see paragraph 45)
- parking account (see paragraph 46)
- parking spaces (see paragraph 47)
- senior salaries (see paragraphs 48 and 49)
- constitution (see paragraph 50)
- pay multiple (see paragraphs 51 and 52), and
- fraud (see paragraph 53).

34. With the exception of data relating to social housing assets (paragraphs 38 to 41), the data and information in this Part (2.2) must be:

- first published within a period of one year from the date on which the local authority last published that data under the Local Government Transparency Code 2014²⁷ and not later than one month after the year to which the data and information is applicable
- published annually thereafter and on each occasion not later than one month²⁸ after the year to which the data and information is applicable.

The data on social housing assets (see paragraphs 38 to 41) must be published:

- on the first occasion, not later than 1 September 2015 (based on the most up to date valuation data available at the time of publishing the information), then
- in April 2016, and
- every April thereafter.

²⁷ Under the Local Government Transparency Code 2014, local authorities were required to publish this data on the first occasion, not later than 2 February 2015 and annual thereafter.

²⁸ In relation to parking account data, where the local authority's annual accounts have not been finalised, the authority should publish estimates within one month after the year to which the data is applicable and subsequently publish final figures as soon as the authority's accounts are finalised.

Local authority land

35. Local authorities must publish details of all land and building assets including:

- all service and office properties occupied or controlled by user bodies, both freehold and leasehold
- any properties occupied or run under Private Finance Initiative contracts
- all other properties they own or use, for example, hostels, laboratories, investment properties and depots
- garages unless rented as part of a housing tenancy agreement
- surplus, sublet or vacant properties
- undeveloped land
- serviced or temporary offices where contractual or actual occupation exceeds three months, and
- all future commitments, for example under an agreement for lease, from when the contractual commitment is made.

Information about the following land and building assets are to be excluded from publication:

- rent free properties provided by traders (such as information booths in public places or ports)
- operational railways and canals
- operational public highways (but any adjoining land not subject to public rights should be included)
- assets of national security, and
- information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses).

36. For the purposes of this dataset about local authority land (paragraphs 35 to 37), details about social housing should not be published. However, information about the value of social housing stock contained in a local authority's Housing Revenue Account does need to be published for the social housing asset value dataset (paragraphs 38 to 41).

37. For each land or building asset, the following information must be published together in one place:

- Unique Property Reference Number²⁹
- 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 (eg. 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
- name of the building/land or both
- street number or numbers - any sets of 2 or more numbers should be separated with the ‘-’ symbol (eg. 10-15 London Road)
- street name – this is the postal road address³⁰
- post town
- United Kingdom postcode
- map reference – local authorities may use either Ordnance Survey or ISO 6709 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
- 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:

for freehold assets:

- occupied by the local authority
- ground leasehold
- leasehold
- licence
- vacant (for vacant properties, local authorities should not publish the map reference or full address details, they should only publish the first part of the postcode³¹).

²⁹ The Unique Property Reference Number (UPRN) is a unique twelve digit number assigned to every unit of land and property recorded by local government, this is a statutory obligation. The UPRN uniquely and definitively identifies every addressable location in the country. The numbers originate from Geo-Place (an OS and LGA joint venture).

³⁰ Local authorities should use the official postal address. Exceptionally, where this is not available, local authorities should use the address they hold for the asset.

³¹ The first part of the postcode, or Outward Code, refers to the area and the district only, http://www.postcodeaddressfile.co.uk/products/postcodes/postcodes_explained.htm

for leasehold assets:

- occupied by the local authority
- ground leasehold
- sub leasehold
- licence.

for other assets:

- free text description eg. rights of way, access etc³².
- whether or not the asset is land only (i.e. without permanent buildings) or it is land with a permanent building.

Social housing asset value

38. Local authorities must publish details of the value of social housing stock that is held in their Housing Revenue Account³³.

39. The following social housing stock data must be published:

- valuation data to be listed at postal sector level³⁴ (e.g. PO1 1**), without indicating individual dwelling values, and ensuring that data is not capable of being made disclosive of individual properties, in line with disclosure protocols set out in paragraphs 15 to 18
- valuation data for the dwellings using both Existing Use Value for Social Housing and market value (valued in accordance with guidance³⁵) as at 1 April. This should be based on the authority's most up to date valuation data at the time of the publication of the information
- an explanation of the difference between the tenanted sale value of dwellings within the Housing Revenue Account and their market sale value, and assurance that the publication of this information is not intended to suggest that tenancies should end to realise the market value of properties.

³² Where a local authority feels unable to verify rights of way information, for example, it should add a short narrative explaining why it is unable to identify and verify the information.

³³ All local housing authorities who hold housing stock are required to account for all income and expenditure in relation to that stock in a separate account which is called the Housing Revenue Account.

³⁴ The first part of the postcode, or Outward Code (which refers only to the area and the district only), and first digit of the second part of the postcode, or Inward Code (the number identifies the sector in the postal district). http://www.postcodeaddressfile.co.uk/products/postcodes/postcodes_explained.htm

³⁵ *Guidance for Valuers on Stock Valuation for Resource Accounting 2010* published by the Secretary of State for Communities and Local Government in January 2011, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5939/1825886.pdf

40. The valuation data and information referred to in paragraph 39 must be published in the following format:

- for each postal sector level, the valuation data should be classified within set bands of value. Authorities must set their valuation bands within the general parameters set out in the table below, in light of the local characteristics of the housing market in their area, in order to ensure that valuation data published by all authorities is consistent and clear to understand:

Valuation Band Range	Intervening bands value
< £50,000 -£99,999	6 Bands of £10,000
£100,000 - £299,999	10 Bands of £20,000
£300,000 - £499,999	4 Bands of £50,000
£500,000 - £999,999	5 Bands of £100,000
£1,000,000 – £2,999,999>	5 Bands of £500,000

- authorities should ensure that any band should only include values that fall within the band parameters (i.e. not give a top value band). If that is the case, the lowest and highest band should be further disaggregated
- authorities should bear in mind that it is likely that the numbers of properties in the lowest and highest bands will be low, leading to potential disclosure problems. The protocol to address this issue is set out in paragraphs 15 to 18
- for each postal sector level, within the set band of value, the data should indicate:
 - the total number of dwellings
 - the aggregate value of the dwellings and their mean value, using both Existing Use Value for Social Housing and market value, and
 - the percentage of the dwellings that are occupied and the percentage that are vacant
- authorities must publish the valuation data for both tenanted and vacant dwellings.

41. An example of how the data specified in paragraphs 39 and 40 could be presented is included at annex C.

Grants to voluntary, community and social enterprise organisations

42. Local authorities must publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:

- 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
- by publishing a separate list or register.

43. For each identified grant, the following information must be published as a minimum:

- date the grant was awarded
- time period for which the grant has been given
- local authority department which awarded the grant
- beneficiary
- beneficiary's registration number³⁶
- summary of the purpose of the grant, and
- amount.

Organisation chart

44. Local authorities must publish an organisation chart covering staff in the top three levels of the organisation³⁷. The following information must be included for each member of staff included in the chart:

- grade
- job title
- local authority department and team
- whether permanent or temporary staff
- contact details
- salary in £5,000 brackets, consistent with the details published under paragraph 48, and
- salary ceiling (the maximum salary for the grade).

Trade union facility time

45. Local authorities must publish the following information on trade union facility time:

- total number (absolute number and full time equivalent) of staff who are union representatives (e.g. general, learning and health and safety representatives)
- total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties
- names of all trade unions represented in the local authority
- a basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties by authority staff that spent the majority of their time on union duties multiplied by the average salary), and
- 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 by authority staff that spent the majority of their time on union duties multiplied by the average salary divided by the total pay bill).

³⁶ For example, this might be the company or charity registration number.

³⁷ This should exclude staff whose salary does not exceed £50,000.

Parking account

46. Local authorities must publish on their website, or place a link on their website to this data if published elsewhere:

- a breakdown of income and expenditure on the authority's parking account^{38, 39}. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices, and
- a breakdown of how the authority has spent a surplus on its parking account^{38,40}.

Parking spaces

47. Local authorities must 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.

Senior salaries

48. Local authorities are already required to publish, under the Accounts and Audit Regulations 2015 (Statutory Instrument 2015/234)⁴¹:

- 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, and
- employees whose salaries are £150,000 or more must also be identified by name.

49. 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. The key differences between the requirements under this Code and the Regulations referred to above is the addition of a list of responsibilities, the inclusion of bonus details for all senior employees whose salary exceeds £50,000 and publication of the data on the authority's website.

³⁸ A parking account kept under section 55 of the Road Traffic Regulation Act 1984 as modified by Regulation 25 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

³⁹ Local authorities should also have regard to both statutory guidance, *The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions*, <http://assets.dft.gov.uk/publications/tma-part-6-cpe-statutory-guidance/betterprkstatutoryguid.pdf>, and non-statutory operational guidance, *Operational Guidance to Local Authorities: Parking Policy and Enforcement*,

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/212559/parkingenfencepolicy.pdf

⁴⁰ Section 55 (as amended) of the Road Traffic Regulation Act 1984 sets out how local authorities should use a surplus on their parking account. Local authorities should breakdown how they have spent a surplus on their parking account within the categories set out in section 55.

⁴¹ For the accounting year 2014-15, the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817) remain applicable.

Constitution

50. Local authorities are already required to make their Constitution available for inspection at their offices under section 9P of the Local Government Act 2000. Local authorities must also, under this Code, publish their Constitution on their website.

Pay multiple

51. Section 38 of the Localism Act 2011 requires local authorities to produce Pay Policy Statements, which should include the authority's policy on pay dispersion – the relationship between remuneration of chief officers and the remuneration of other staff. Guidance produced under section 40 of that Act⁴², recommends that the pay multiple is included in these statements as a way of illustrating the authority's approach to pay dispersion.

52. Local authorities must, under this Code, 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 elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)
- 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, and
- exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.

⁴² Openness and accountability in local pay: Guidance under Section 40 of the Localism Act (February 2012), https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5956/2091042.pdf

Fraud

53. Local authorities must publish the following information about their counter fraud work⁴³:

- number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014⁴⁴, or similar powers⁴⁵
- 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, and
- total number of fraud cases investigated.

Part 2.3: Information to be published once only

Waste contracts

54. Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraph 32. Local authorities must publish this information at the same time as they first publish quarterly procurement information under paragraphs 27, 31 and 32 of this Code.

Part 2.4: Method of publication

55. Public data should be published in a format and under a licence that allows open re-use, including for commercial and research activities, in order to maximise value to the public. The most recent Open Government Licence published by the National Archives should be used as the recommended standard. Where any copyright or data ownership concerns exist with public data these should be made clear. Data covered by Part 2 of this Code must be published in open and machine-readable formats (further information about machine-readable formats can be found in Part 3.2).

⁴³ The definition of fraud is as set out by the Audit Commission in *Protecting the Public Purse*.

⁴⁴ S.I. 2014/899.

⁴⁵ For example, the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013 gives local authorities the power to require information from listed bodies, during the investigation of fraud connected with an application for or award of a reduction under a council tax reduction scheme: <http://www.legislation.gov.uk/ukSI/2013/501/contents/made>

Part 3: Information recommended for publication

56. Part 2 of this Code set out details of the minimum data that local authorities must publish. 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 to doing so. Therefore, it encourages local authorities to go much further in publishing the data they hold, recognising the benefits of sharing that data for local people, more effective service delivery and better policy making. Part 3 of this Code sets out details of data that the Government recommends local authorities publish.

Part 3.1: Information recommended for publication

57. Data covered by this section includes:

- expenditure data (see paragraph 58)
- procurement information (see paragraphs 59 and 60)
- local authority land (see paragraph 61 and 62)
- parking spaces (see paragraphs 63 and 64)
- organisation chart (see paragraph 65)
- grants to voluntary, community and social enterprise organisations (see paragraphs 66 and 67), and
- fraud (see paragraph 68).

Expenditure data

58. It is recommended that local authorities go further than the minimum publication requirements set out in Part 2 and:

- publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication)
- publish details of all transactions that exceed £250 instead of £500. For each transaction the details that should be published remain as in paragraph 29
- publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card. For each transaction the details that should be published remain as set out in paragraph 30
- publish the total amount spent on remuneration over the period being reported on, and
- classify expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.

Procurement information

59. It is recommended that local authorities place on Contracts Finder⁴⁶, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide goods and/or services with a value that exceeds £10,000. For each invitation, the details that should be published are the same as those set out in paragraph 31.

60. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as 'real-time' publication)
- every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000. The details that should be published are the same as those set out in paragraph 31
- details of invitations to quote where there has not been a formal invitation to tender. The details that should be published are the same as those set out in paragraph 31
- all contracts in their entirety where the value of the contract exceeds £5,000⁴⁷
- company registration number at Companies House
- details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months. The details that should be published are the same as those set out in paragraph 31
- details of the geographical (eg. by ward) coverage of contracts entered into by the local authority
- details of performance against contractual key performance indicators, and
- information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, Charity or Charitable Incorporated Organisation, Community Interest Company, Industrial and Provident Society, Housing Association, etc).

Local authority land

61. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish information on a monthly instead of annual basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication). It is also recommended that local authorities should publish all the information possible on Electronic Property Information Mapping Service.

⁴⁶ Documentation for all procurements valued at over £10,000 is stored on Contracts Finder for public viewing as part of government's transparency commitment. <https://online.contractsfinder.businesslink.gov.uk/>

⁴⁷ Where a contract runs into several hundreds of pages or more, a local authority should publish a summary of the contract or sections of the contract, if this would be more helpful to local people and businesses.

62. It is further recommended that local authorities also go further than the minimum publication requirements set out in paragraph 37 by publishing, alongside them in one place, the following information:

- size of the asset measured in Gross Internal Area (m²) for buildings or hectares for land, in accordance with the Royal Institute of Chartered Surveyors Code of Measuring Practice. The Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at each floor level. Local authorities using Net Internal Area (m²) should convert measurements to Gross Internal Area using appropriate conversion factors⁴⁸ and state the conversion factor used
- services offered from the asset using the services listed in the Effective Services Delivery government service function list <http://doc.esd.org.uk/FunctionList/1.00.html> (listing up to five main services)
- reason for holding asset such as, it is occupied by the local authority or it is providing a service on the authority's behalf, it is an investment property, it supports economic development (eg. provision of small businesses or incubator space), it is surplus to the authority's requirements, it is awaiting development, it is under construction, it provides infrastructure or it is a community asset
- whether or not the asset is either one which is an asset in the authority's ownership that is listed under Part 5 Chapter 3 of the Localism Act 2011 (assets of community value) and/or an asset which the authority is actively seeking to transfer to the community
- total building operation (revenue) costs as defined in the corporate value for money indicators for public services⁴⁹
- required maintenance - the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at that standard. This should exclude improvement projects but include works necessary to comply with new legislation (eg. asbestos and legionella)
- functional suitability rating using the scale:
 - good – performing well and operating efficiently (supports the needs of staff and the delivery of services)
 - satisfactory – performing well but with minor problems (generally supports the needs of staff and the delivery of services)
 - poor – showing major problems and/or not operating optimally (impedes the performance of staff and/or the delivery of services)
 - unsuitable – does not support or actually impedes the delivery of services
- energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended).

⁴⁸ Local authorities are not expected to re-measure buildings. Research undertaken for the Scottish Government offers one method of converting Net Internal Area to Gross Internal Area and can be found at: <http://www.scotland.gov.uk/Resource/Doc/217736/0121532.pdf>

⁴⁹ <http://www.nao.org.uk/wp-content/uploads/2013/02/2010-11-Estates-Management.pdf> (See page 17).

Parking spaces

63. It is recommended that local authorities should publish the number of:

- free parking spaces available in the local authority's area and which are provided directly by the local authority, and
- parking spaces where charges apply that are available in the local authority's area and which are provided directly by the local authority.

64. Where parking space is not marked out in individual parking bays or spaces, local authorities should estimate the number of spaces available for the two categories in paragraph 63.

Organisation chart

65. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- charts including all employees of the local authority whose salary exceeds £50,000
- the salary band for each employee included in the chart(s), and
- information about current vacant posts, or signpost vacancies that are going to be advertised in the future.

Grants to voluntary, community and social enterprise organisations

66. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish information on a monthly instead of annual basis where payments are made more frequently than a single annual payment, or ideally, as soon as the data becomes available and therefore known to the authority (commonly known as 'real-time' publication).

67. It is further recommended that local authorities publish information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association, etc).

Fraud

68. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- total number of cases of irregularity investigated
- total number of occasions on which a) fraud and b) irregularity was identified
- total monetary value of a) the fraud and b) the irregularity that was detected, and
- total monetary value of a) the fraud and b) the irregularity that was recovered.

Part 3.2: Method of publication

69. The Government endorses the five step journey to a fully open format:

One star	Available on the web (whatever format) but with an open license
Two star	As for one star plus available as machine-readable structured data (eg. Excel instead of an image scan of a table)
Three star	As for two star plus use a non-proprietary format (eg. CSV and XML)
Four star	All of the above plus use open standards from the World Wide Web Consortium (such as RDF and SPARQL ²¹)
Five star	All the above plus links an organisation's data to others' data to provide context

70. The Government recommends that local authorities publish data in three star formats where this is suitable and appropriate⁵⁰, alongside open and machine-readable format, within six months of this Code being issued.

Shehla Husain

A Senior Civil Servant in the Department for Communities and Local Government

**Department for Communities and Local Government
27 February 2015**

⁵⁰ Statistical data, lists etc should be capable of being published in this format but others (eg. organisation charts) may be more difficult.

Annex A: Table summarising all information to

Information title	Information which must be published	Information
Expenditure exceeding £500	<p>Quarterly publication</p> <p>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"> • individual invoices • grant payments • expense payments • payments for goods and services • grants • grant in aid • rent • credit notes over £500 • transactions with other public bodies. <p>For each individual item of expenditure the following information must be published:</p> <ul style="list-style-type: none"> • date the expenditure was incurred • local authority department which incurred the expenditure • beneficiary • summary of the purpose of the expenditure • amount • Value Added Tax that cannot be recovered • merchant category (eg. computers, software etc). 	<ul style="list-style-type: none"> • Publish inf quarterly b becomes a the authori time' publi • Publish de exceed £2 transaction published 29. • publish the remunerati on. • classify pu Chartered Accountan Practice to local autho

Information title	Information which must be published	Information
Government Procurement Card transactions	<p>Quarterly publication</p> <p>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"> • date of the transaction • local authority department which incurred the expenditure • beneficiary • amount • Value Added Tax that cannot be recovered • summary of the purpose of the expenditure • merchant category (eg. computers, software etc). 	<ul style="list-style-type: none"> • Publish all credit card procurement transactions published 30.
Procurement information	<p>Quarterly publication</p> <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"> • reference number • title • description of the goods and/or services sought • start, end and review dates • local authority department responsible. <p>Quarterly publication</p> <p>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"> • reference number • title of agreement • local authority department responsible 	<p>Place on Contract local portal, every invitation to provide goods and/or services £10,000.</p> <p>Publish:</p> <ul style="list-style-type: none"> • information quarterly generated (commonly) • every invitation provide goods that exceed • details of invitation has not been • all contracts of the contract

Information title	Information which must be published	Information recommended for publication
	<ul style="list-style-type: none"> • description of the goods and/or services being provided • supplier name and details • sum to be paid over the length of the contract or the estimated annual spending or budget for the contract • Value Added Tax that cannot be recovered • start, end and review dates • whether or not the contract was the result of an invitation to quote or a published invitation to tender • 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. 	<ul style="list-style-type: none"> • company registration number at Companies House • details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months • details of the geographical (eg. by ward) coverage of contracts entered into by the local authority • details of performance against contractual key performance indicators • information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association, etc).
Local authority land	<p>Annual publication</p> <p>Publish details of all land and building assets including:</p> <ul style="list-style-type: none"> • all service and office properties occupied or controlled by user bodies, both freehold and leasehold • any properties occupied or run under Private Finance Initiative contracts • all other properties they own or use, for example, hostels, laboratories, investment properties and depots • garages unless rented as part of a housing tenancy agreement • surplus, sublet or vacant properties • undeveloped land • serviced or temporary offices where contractual or actual occupation exceeds three months • all future commitments, for example under an agreement for lease, from when the contractual commitment is made. 	<p>Publish information on a monthly instead of annual basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication). It is also recommended that local authorities should publish all the information possible on Electronic Property Information Mapping Service.</p> <p>Publish the following additional information:</p> <ul style="list-style-type: none"> • the size of the asset measured in Gross Internal Area (m²) for buildings or hectares for land, in accordance with the Royal Institute of Chartered Surveyors Code of Measuring Practice. The Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at

Information title	Information which must be published	Information recommended for publication
	<p>However, information about the following land and building assets are to be excluded from publication:</p> <ul style="list-style-type: none"> • rent free properties provided by traders (such as information booths in public places or ports) • operational railways and canals • operational public highways (but any adjoining land not subject to public rights should be included) • assets of national security • information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses). <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"> • Unique Property Reference Number • 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 (eg. 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 • name of the building/land or both • street number or numbers - any sets of 2 or more numbers should be separated with the '-' symbol (eg. 10-15 London Road) • street name – this is the postal road address • post town 	<p>each floor level. Local authorities using Net Internal Area (m²) should convert measurements to Gross Internal Area using appropriate conversion factors and state the conversion factor used</p> <ul style="list-style-type: none"> • the services offered from the asset, using the services listed in the Effective Services Delivery government service function list http://doc.esd.org.uk/FunctionList/1.00.html (listing up to five main services) • the reason for holding asset such as, it is occupied by the local authority or it is providing a service in its behalf, it is an investment property, it supports economic development (eg. provision of small businesses or incubator space), it is surplus to the authority's requirements, it is awaiting development, it is under construction, it provides infrastructure or it is a community asset • whether or not the asset is either one which is an asset in the authority's ownership that is listed under Part 5 Chapter 3 of the Localism Act 2011 (assets of community value) and/or an asset where the authority is actively seeking transfer to the community • total building operation (revenue) costs as defined in the corporate value for money indicators for public services

Information title	Information which must be published	Information recommended for publication
	<ul style="list-style-type: none"> • United Kingdom postcode • 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 • 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"> <i>for freehold assets:</i> <ul style="list-style-type: none"> ○ occupied by the local authority ○ ground leasehold ○ leasehold ○ licence ○ vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode) <i>for leasehold assets:</i> <ul style="list-style-type: none"> ○ occupied by the local authority ○ ground leasehold ○ sub leasehold ○ licence <i>for other assets:</i> <ul style="list-style-type: none"> ○ free text description eg. rights of way, access etc. • whether or not the asset is land only (without permanent buildings) or it is land with a permanent building. 	<ul style="list-style-type: none"> • required maintenance - the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at that standard. This should exclude improvement projects but include works necessary to comply with new legislation (eg. asbestos and legionella) • functional suitability rating using the scale: <ul style="list-style-type: none"> ○ good – performing well and operating efficiently (supports the needs of staff and the delivery of services) ○ satisfactory – performing well but with minor problems (generally supports the needs of staff and the delivery of services) ○ poor – showing major problems and/or not operating optimally (impedes the performance of staff and/or the delivery of services) ○ unsuitable – does not support or actually impedes the delivery of services • energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended).

Information title	Information which must be published	Information recommended for publication
Social housing asset value	<p>Annual publication</p> <p>Publish details on the value of social housing assets within local authorities' Housing Revenue Account.</p> <p>Information to be published using the specified value bands and postal sector:</p> <ul style="list-style-type: none"> • total number of homes • the aggregate value and mean value of the dwellings for both existing use value (social housing) and market value, and • percentage of homes that are vacant and that are tenanted. <p>Information to be published at a general level:</p> <ul style="list-style-type: none"> • an explanation of the difference between the tenanted sale value of homes within the Housing Revenue Account and their market sale value, and • an assurance that the publication of this information is not intended to suggest that tenancies should end to realise the market value of properties. <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>	
Grants to voluntary, community and social enterprise organisations	<p>Annual publication</p> <p>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"> • 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 • by publishing a separate list or register. 	<ul style="list-style-type: none"> • Publish information on a monthly instead of annual basis where payments are made more frequently than a single annual payment, or ideally, as soon as the data becomes available and therefore known to the authority (commonly known as 'real-time' publication).

Information title	Information which must be published	Information recommended for publication
	<p>For each identified grant, the following information must be published as a minimum:</p> <ul style="list-style-type: none"> • date the grant was awarded • time period for which the grant has been given • local authority department which awarded the grant • beneficiary • beneficiary's registration number • summary of the purpose of the grant • amount 	<ul style="list-style-type: none"> • information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association etc).
Organisation chart	<p>Annual publication</p> <p>Publish an organisation chart covering staff in the top three 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"> • grade • job title • local authority department and team • whether permanent or temporary staff • contact details • salary in £5,000 brackets, consistent with the details published for Senior Salaries • salary ceiling (the maximum salary for the grade). 	<p>Local authorities should publish:</p> <ul style="list-style-type: none"> • charts including all employees in the local authority whose salary exceeds £50,000 • the salary band for each employee included in the chart(s) • information about current vacant posts, or signpost vacancies that are going to be advertised in the future.
Trade union facility time	<p>Annual publication</p> <p>Publish the following information:</p> <ul style="list-style-type: none"> • total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives) • total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties • names of all trade unions represented in the local authority 	

Information title	Information which must be published	Information recommended for publication
	<ul style="list-style-type: none"> • 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 • 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). 	
Parking account	<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"> • 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 • a breakdown of how the authority has spent a surplus on its parking account. 	
Parking spaces	<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>Local authorities should publish the number of:</p> <ul style="list-style-type: none"> • free parking spaces available in the local authority's area and which are provided directly by the local authority, and • parking spaces where charges apply that are available in the local authority's area and which are provided directly by the local authority. <p>Where parking space is not marked out in individual parking bays or spaces, local authorities should estimate the number of spaces available for the two categories.</p>

Information title	Information which must be published	Information recommended for publication
Senior salaries	<p>Annual publication</p> <p>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"> 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. 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. 	
Constitution	<p>Annual publication</p> <p>Local authorities must publish their Constitution on their website.</p>	
Pay multiple	<p>Annual publication</p> <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"> cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) 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. 	

Information title	Information which must be published	Information recommended for publication
Fraud	<p>Annual publication</p> <p>Publish the following information:</p> <ul style="list-style-type: none"> • 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. 	<p>Local authorities should publish:</p> <ul style="list-style-type: none"> • total number of cases of irregularity investigated • total number of occasions on which a) fraud and b) irregularity was identified • total monetary value of a) the fraud and b) the irregularity that was detected, and • total monetary value of a) the fraud and b) the irregularity that was recovered.
Waste contracts	<p>One-off publication</p> <p>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>	

Sources of support to tackle fraud include:

Fighting Fraud Locally, The Local Government Fraud Strategy

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118508/strategy-document.pdf), was drafted by the National Fraud Authority and CIPFA (the Chartered Institute of Public Finance and Accountancy). The document calls for the adoption of a tougher approach to tackle fraud against local authorities. The strategy is part of a wider collaboration on counter fraud and is the local authority contribution to the national fraud strategy – *Fighting Fraud Together* (<https://www.gov.uk/government/publications/nfa-fighting-fraud-together>) which encompasses both the public and private sectors response to fraud in the UK.

Local authorities should use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the *Chartered Institute of Public Finance and Accountancy Code of Practice on Managing the Risk of Fraud and Corruption* (<http://www.cipfa.org/services/counter-fraud-centre/code-of-practice>). The document sets out a step by step toolkit to tackling fraud: identifying and understanding your fraud risks and potential exposure to fraud loss; assessing current resilience to fraud; evaluating the organisation's ability to respond to potential or identified fraud; and developing a strategy. Developing an anti-fraud culture is an important part of improving resilience; the benefits of improving resilience to fraud include reduced exposure to fraud and an organisation that is better able to identify attempted frauds or vulnerabilities.

The National Fraud Authority have produced a guide on procurement fraud, *Procurement Fraud in the Public Sector*, (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118460/procurement-fraud-public-sector.pdf) which deals with the whole process, from bidding during the pre-contract award phase through to false invoicing in the post-contract award phase.

There are some specific steps local authorities can take to prevent procurement fraud. These might include:

- only accepting requests for changes to supplier standing data in writing

- producing reports of all changes made to supplier standing data and checking that the changes were valid and properly authorised before any payments are made
- carrying out standard checks on invoices before making any payments, and
- regularly verifying the correctness of standing data with suppliers.

Annex C: Social housing asset data to be published

Postal Sector	Valuation Band Range	Intervening bands	Dwellings value				Tenure status		
			Total number social housing dwellings	EUV-SH Values		Market Values		% occupied dwellings	% vacant dwellings
				Total	Average	Total	Average		
PO1 1**	<£50,000 - £99,999	<£50,000							
		£50,000 - £59,999							
		£60,000 - £69,999							
		£70,000 - £79,999							
		£80,000 - £89,999							
		£90,000 - £99,999							
	£100,000 - £299,999	£100,000 - £119,999							
		£120,000 - £139,999							
		£140,000 - £159,999							
		£160,000 - £179,999							
		£180,000 - £199,999							
		£200,000 - £219,999							
		£220,000 - £239,999							
		£240,000 - £259,999							
		£260,000 - £279,999							
		£280,000 - £299,999							
	£300,000 - £499,999	£300,000 - £349,999							
		£350,000 - £399,999							
		£400,000 - £449,999							
		£450,000 - £499,999							
	£500,000 - £999,999	£500,000 - £599,999							
		£600,000 - £699,999							
		£700,000 - £799,999							
		£800,000 - £899,999							
		£900,000 - £999,999							
	£1m - £2,999,999>	£1,000,000 - £1,499,999							
		£1,500,000 - £1,999,999							
		£2,000,000 - £2,499,999							
		£2,500,000 - £2,999,999							
		£3,000,000>							40

Mayor's Civic Visits May, June, July & August 2017

Date	Event	Venue	Invitation From
Friday 12 th May	AGM	Bewdley Town Council	Mayor of Bewdley
Monday 15 th May	AGM	Bridgnorth Town Council	Mayor of Bridgnorth
Wednesday 17 th May	Mayor Making	Kidderminster Town Hall	Kidderminster Town Council
Sunday 21 st May	Mayor's Sunday	St Chad's Church, Shrewsbury	Mayor Elect, Shrewsbury Town Council
Wednesday 24 th May	Mayor Making	Ludlow Assembly Rooms	Ludlow Town Council
Saturday 3 rd June	Beating Retreat and cocktails	Baschurch, Shrewsbury	Major Terry Warburton, Officer Commander, D Squadron, The Royal Yeomanry
Friday 9 th June	Afternoon Tea	Ludlow Youth Centre	Ludlow Youth Club
Thursday 15 th June	Launch of Fringe Festival	Blue Boar	Fringe Festival
Saturday 17 th June	Birthday Open Day	Hagley Place, Care Home	Hagley Place Nursing Home
Wednesday 21 st June	Summer Party and introducing heraldic roll	Ludlow Castle	The Arts Society, Teme Valley
Sunday 25 th June	Mayors Sunday	St Laurence Church	Ludlow Town Council
Sunday 2 nd July 10.30am	Mayor's Civic Service	Parish Church, St Mary-and-all-Saints, Kidderminster	Kidderminster Town Council
Sunday 2 nd July 6.30pm	Civic Service	Holy Trinity Church, Much Wenlock	Mayor of Much Wenlock
Thursday 6 th July	Rotary Junior Community Awards	Clee Hill Community Primary School	The Rotary Club of Ludlow
Sunday 9 th July	Ludlow Green Festival	Castle Square	Councillor Erica Garner – Chair of Ludlow Green Festival
Monday 10 th July	Mayor's Charity Curry Night	Café Masala, Kidderminster	Mayor of Kidderminster

Sunday 16 th July	Mayor's Civic Service	St Oswald's Parish Church, Oswestry	Oswestry Town Council
Monday 17 th July	Mayor's Charity Curry Night	Blue Ginger, Bridgnorth	Mayor of Bridgnorth
Wednesday 19 th July	Ludlow in Bloom Judging Day	Ludlow	Ludlow in Bloom
Sunday 23 rd July	Narberth Civic Service	Bethesda Baptist Church, Narberth	Mayor & Consort Narberth
Sunday 13 th August	Summer Lunch	The Quarry, Shrewsbury	Mayor of Shrewsbury
Saturday 19 th August	Mayor's Charity BBQ	Cavalier Public House, Kidderminster	Mayor of Kidderminster
Tuesday 22 nd August	Opening of Summer Art Exhibition	St Laurence's Church, Ludlow	Ludlow Art Society
Thursday 24 th August	Chairman's Concert – Queen's Award for Voluntary Service	Shrewsbury Livestock Market	Shropshire Federation of Young Farmers

Deputy Mayor's Civic Visits May, June, July & August 2017

Date	Event	Venue	Invitation From
Friday 12 th May	'People Together – South Shropshire'	Ludlow Mascall Centre	Healthy Friendships Charity
Monday 15 th May	Licensing & Installation of the Rev Kelvin Price	St Laurence's Church	Diocese of Hereford
Sunday 21 st May	Civic Service	St Mary Magdalene Church, Bridgnorth	Bridgnorth Town Council
Wednesday 24 th May	Mayor Making	Ludlow Assembly Rooms	Ludlow Town Council
Sunday 25 th June	Mayors Sunday	St Laurence Church	Ludlow Town Council
Thursday 13 th July	Loudwater Bake Off	Loudwater Studio, Burway Trading Estate, Ludlow	Vision Homes
Saturday 8 th July	Speech Day	Bedstone College	Headmaster and Governors
Saturday 12 th August	BISYOC Concert	St Laurence Church	Chairman of BISYOC Intercultural Youth Orchestral Exchange
Thursday 17 th August	Cheese & Wine Afternoon – training and talk about training and dementia care	Hagley Place Care Home	Hagley Place Care Home