

Transparency code for parish councils with an annual turnover not exceeding £25,000 (England only)

Introduction

Pursuant to s.2 of the Local Government, Planning and Land Act 1980 ('the 1980 Act'), on 17 December, the Government issued a **code of recommended practice** ('the Code') for parish councils and other smaller authorities (internal drainage boards, charter trustees and port health authorities in England but not parish meetings) with a turnover not exceeding £25,000. Turnover is defined as the higher of an authority's gross income for the year and its gross expenditure for the year. Where accounts are balanced on a receipts and payments basis, receipts are treated as 'income' and payments are treated as 'expenditure'.

It is the Government's intention, pursuant to s.3 of the 1980 Act, to make compliance with the Code mandatory for parish councils and other smaller authorities with a turnover not exceeding £25,000 in March 2015. The exact date that the Code will become mandatory for councils is subject to the parliamentary timetable.

The Government has introduced the Code for two main reasons.

- Under a new audit framework effective from 1 April 2017, established by the Local Audit and Accountability Act 2014, parish councils (and internal drainage boards, charter trustees and port health authorities) with an annual turnover not exceeding £25,000 will be exempt from external audit. In place of external audit, these authorities will be subject to the Code to enable local electors and ratepayers to access relevant information about the authorities' accounts and governance.
- To meet the Government's desire to place more power into citizens' hands to increase democratic accountability.

A summary of the Code

1. At least from 1 July 2015 and thereafter not less than annually and not later than 1 July in the year immediately following the accounting year to which it relates, councils should publish the following.

- all transactions/items of expenditure above £100 (where possible excluding VAT) which confirms the date that the expenditure was incurred, a summary of the purpose of the expenditure (e.g. salaries, stationary order, village hall repairs), the amount and the VAT that cannot be recovered (see paragraphs 13 -15 of the Code);
 - end of year accounts (see paragraphs 16 and 17 of the Code),
 - annual governance statement (see paragraphs 18 and 19 of the Code),
 - internal audit report (see paragraphs 20 - 22 of the Code),
 - list of councillor or member responsibilities (see paragraph 23 of the Code), and
 - the details of public land and building assets (see paragraphs 24 - 27 of the Code)
2. Councils should publish the draft minutes of a meeting of full council, a committee or a sub-committee no later than one month after the meeting has taken place (see paragraph 29 of the Code).
3. Councils should publish the agenda and associated papers for a meeting of full council, a committee or a sub-committee meeting no later than 3 clear days before the meeting to which they relate is taking place (paragraph 30 of the Code).
4. The information specified in the Code must be published on a website which is publicly accessible free of charge. For example, on the parish council's or billing authority's website if the parish council does not have a website.

It is important to read the Code in full. Click [here](#) to read it.

Practical issues

The Code requires councils to publish certain information about transactions/items of expenditure above £100. This includes “the date the expenditure was incurred”. This may cause some problems for councils who, under the statutory proper practices which apply to the accounts of parish councils (see Governance and Accountability for Local Councils - A Practitioners' Guide (England) [here](#) on NALC's website) simply publish a list of payments which confirm the dates that the payments were made. This practice will not comply with the Code. Expenditure is incurred by a council when an order is placed, or if no order, when goods or services are received. This is demonstrably much earlier than when the payment is made. It is the view of Derek Kemp, NALC's Accounts and Audit Advisor, that the Code should require councils to confirm when it has made a payment above £100 rather than when it incurred expenditure above £100. NALC will share this view with Government officials.

Councils are required to publish information on the occasions specified in the Code on a website. Many councils do not have a website or adequate staffing levels to process information required by the Code electronically. With reference to Annex B of the Code, the Government asserts that it will provide some funding to assist compliance of the Code by councils (and other smaller authorities) in respect of publishing information on a website. NALC will provide updates about these two issues if and when they are available.

Any questions from County Associations relating to the Code as drafted or the Government's plans to provide funding to councils should be emailed to Chris Borg, Policy and Development Manager at NALC at chris.borg@nalc.gov.uk.

This briefing was issued by Meera Tharmarajah, Solicitor and Head of Legal Services

© NALC 2014

Introduction of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 - transparency obligations for parish councils with an annual turnover not exceeding £25,000 (England only)

The Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494, which come into force on 1 April 2015, will make compliance with the Transparency Code for Smaller Authorities ("the Code") issued in December 2014 mandatory for parish councils and other smaller authorities with a turnover not exceeding £25,000.

The detail of the Code was set out in NALC Legal Briefing L05-14, which should be read in conjunction with this Briefing. In summary, from 1 July 2015 and thereafter not less than annually and not later than 1 July in the year immediately following the accounting year to which it relates, councils (that is, with a turnover not exceeding £25,000) should publish the following information:

- all items of expenditure above £100 (where possible excluding VAT) which confirm the date the expenditure was incurred, a summary of the purpose of the expenditure, the amount, and the VAT that cannot be recovered.
- end of year accounts (see paragraphs 16 and 17 of the Code),
- annual governance statement (see paragraphs 18 and 19 of the Code),
- internal audit report (see paragraphs 20 – 22 of the Code),
- list of councillor or member responsibilities (see paragraph 23 of the Code), and
- details of public land and building assets (see paragraphs 24-27 of the Code).

Councils subject to the Code should also publish draft minutes of council, committee or sub-committee meetings no later than one month after the meeting has taken place (paragraph 29 of the Code). They should publish the agenda and associated papers for council, committee or sub-committee meetings no later than three clear days before the meeting to which they relate is taking place (paragraph 30 of the Code). The information specified in the Code must be published on a publicly accessible free of charge website.

Councils should familiarise themselves with the Code, which can be found at the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf

This briefing was issued by Jane Moore, Solicitor



Department for
Communities and
Local Government

Transparency code for smaller authorities



© Crown copyright, 2014

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This document/publication is also available on our website at www.gov.uk/dclg

If you have any enquiries regarding this document/publication, complete the form at <http://forms.communities.gov.uk/> or write to us at:

Department for Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: <https://twitter.com/CommunitiesUK>

December 2014

ISBN: 978-1-4098-4439-6

Contents

| | | |
|---|---|----|
| 1 | Part 1: Introduction | 4 |
| 2 | Part 2: Information which should be published | 6 |
| 3 | Part 3: Method of publication | 10 |
| 4 | Annex A: Table summarising all information to be published | 11 |
| 5 | Annex B: Proposed timeline for smaller authority publication of information | 13 |

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. Transparency gives local people the tools and information they need to hold local public bodies to account.
2. The Local Audit and Accountability Act 2014 sets out a new audit framework for local public authorities which are currently covered by the Audit Commission regime. Under the new audit framework smaller authorities, including parish councils, internal drainage boards, charter trustees and port health authorities, with an annual turnover not exceeding £25,000 will be exempt from routine external audit. In place of routine audit, these smaller authorities will be subject to the new transparency requirements laid out in this Code. This will enable local electors and ratepayers to access relevant information about the authorities' accounts and governance.
3. The Government considers that publication of the items in this Code will provide the local electorate and ratepayers with a clear picture of the activities of these smaller authorities. Most of this information is already produced by the majority of smaller authorities with a turnover not exceeding £25,000, and the Government therefore considers that compliance with this Code will not place a significant burden on these authorities.

Application

4. 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 1980 Act"), as amended by section 38 of the Local Audit and Accountability Act 2014, to issue a code of recommended practice as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related.
5. This 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, the Re-use of Public Sector Information Regulations 2005 and Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009.
6. This Code applies to the following types of authorities in England with an annual turnover not exceeding £25,000: parish councils, internal drainage boards, charter trustees and port health authorities ("smaller authorities").

Turnover is defined as the higher of an authority's gross income for the year and its gross expenditure for the year.¹

Data protection

7. The Government believes that local transparency can be implemented in a way that complies with the Data Protection Act 1998. Where smaller 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 naming councillors, members or senior local authority officers who have taken certain decisions, because of the 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.
8. This Code complements existing provisions relating to public access to the decision-making process of smaller authorities. Smaller authorities should ensure that they continue to comply with any such provisions, and any subsequent legislation regarding local authority minutes, notices and agendas. Where information would otherwise fall within one of the exemptions from disclosure under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, or Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009 then it is in the discretion of the smaller authority whether or not to rely on that exemption or publish the data.²

Commercial confidentiality

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

¹ Where authorities are maintaining their accounts on a receipts and payments basis, 'expenditure' should be read as 'payments' and 'income' should be read as 'receipts'.

² The most relevant exemptions under the Freedom of Information Act 2000 are those relating to law enforcement, for example information which may prejudice a current fraud investigation, (section 31), personal data (section 40) and information provided in confidence (section 41).

Part 2: Information which should be published

10. Smaller authorities should publish:
 - a. all items of expenditure above £100 (see paragraphs 13 - 15);
 - b. end of year accounts (see paragraphs 16 and 17),
 - c. annual governance statement (see paragraphs 18 and 19),
 - d. internal audit report (see paragraphs 20 – 22),
 - e. list of councillor or member responsibilities (see paragraph 23), and
 - f. the details of public land and building assets (see paragraphs 24 - 27),
 - g. Minutes, agendas and meeting papers of formal meetings (see paragraphs 29 and 30).

Part 2.1: Information to be published annually

11. The data and information in this Part (2.1) must be published:
 - on the first occasion, not later than 1 July 2015, and
 - thereafter, not less than annually and not later than 1 July in the year immediately following the accounting year to which it relates.
12. This is particularly important to enable local Government electors, council tax payers and ratepayers to scrutinise financial information so that they are able to exercise their rights to question and make objections to the auditor.

All items of expenditure above £100

13. Smaller authorities should publish the details of each individual item of expenditure above £100. Publishing a complete list of expenditure transactions will also meet this requirement. Expenditure information should be published for each individual spending transaction above £100³ rather than each item bought.⁴
14. For each individual item of expenditure above £100 the following information must be published:
 - a. date the expenditure was incurred,
 - b. summary of the purpose of the expenditure,⁵
 - c. amount³, and
 - d. Value Added Tax that cannot be recovered.

³ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax

⁴ For example, it is sufficient to group all items in a stationary order as one item of expenditure.

⁵ This could be the descriptor that 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.

15. Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published, but should remain available for inspection during the specified inspection period set out under regulation 14 of the Accounts and Audit (England) Regulations 2011⁶, or under any equivalent regulations made under section 32 of the Local Audit and Accountability Act 2014. The right to inspect can be exercised on giving reasonable notice.

End of year accounts

16. Smaller authorities should publish their statement of accounts according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The statement of accounts must be approved and signed by the Responsible Financial Officer and the Chairman of the meeting approving the statement of accounts.
17. The statement of accounts should be accompanied by:
 - a. a copy of the bank reconciliation for the relevant financial year,
 - b. an explanation of any significant variances (e.g. more than 10-15 percent, in line with proper practices) in the statement of accounts for the relevant year and previous year, and
 - c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.

Annual governance statement

18. Smaller authorities should publish their annual governance statement according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The annual governance statement should be signed by the Chairman and Clerk of the smaller authority.
19. Where the governance statement contains any negative responses, these should be explained fully, including how any weaknesses will be addressed. As referred to paragraphs 7 and 8, when publishing this information smaller authorities should consider whether the Data Protection Act 1998 imposes any restrictions or constraints on such publication and whether any of the information would fall within an exemption under the Freedom of Information Act 2000 and therefore could, or should, be withheld from publication.

6 S.I. 2011/817.

Internal audit report

20. Smaller authorities should publish their annual internal audit report according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The internal audit report should be signed by the person who carried out the internal audit.
21. Where the internal audit report contains any negative response to the internal controls objectives, these should be explained fully, including how any weaknesses will be addressed. As referred to paragraphs 7 and 8, when publishing this information smaller authorities should consider whether the Data Protection Act 1998 imposes any restrictions or constraints on such publication and whether any of the information would fall within an exemption under the Freedom of Information Act 2000 and therefore could, or should, be withheld from publication.
22. Where the response to any internal controls objectives is 'not covered', an explanation of when the most recent internal audit work was completed in this area and when it is next planned should be provided. If coverage is not required, an explanation stating why coverage is not needed should be provided.

List of councillor or member responsibilities

23. Smaller authorities should publish a list of councillor or member responsibilities. The list should include the following information:
 - a. names of all councillors or members of the authority,
 - b. committee or board membership and function (if Chairman or Vice-Chairman) of each councillor or member, and
 - c. representation on external local public bodies (if nominated to represent the authority or board) of each councillor or member.

Details of public land and building assets

24. Parish councils and port health authorities should publish details of all public land and building assets. Where this information is included in the authority's asset and liabilities register, this register may be published in its entirety or as an edited version displaying only public land and building assets.
25. Internal drainage boards should only publish the details of registered land and buildings that have a market value and which appear in their Fixed Assets Register.
26. When publishing the required data, parish councils, port health authorities and internal drainage boards should publish the following information in relation to each land and building asset:
 - a. description (what it is, including size/acreage),

- b. location⁷ (address or description of location),
- c. owner/custodian, e.g. the authority or board manages the land or asset on behalf of a local charity,
- d. date of acquisition (if known),
- e. cost of acquisition (or proxy value), and
- f. present use.

27. Charter trustees will not be required to publish any land or asset information since they are not permitted to own either land or buildings under the Charter Trustees Order (1974) and therefore will not hold any relevant information.

Part 2.2: Information to be published more frequently than annually

28. The data and information referred to in this Part (2.2) must be published:
- not later than the occasions specified in Paragraphs 29 and 30

Minutes, agendas and papers of formal meetings

29. Smaller authorities should publish the draft minutes from all formal meetings (i.e. full council or board, committee and sub-committee meetings) not later than one month after the meeting has taken place. These minutes should be signed either at the meeting they were taken or at the next meeting.
30. Smaller authorities should also publish meeting agendas, which are as full and informative as possible, and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.

⁷ For example, street number, street name, postal town and postcode; or map reference using Ordinance Survey grid reference

Part 3: Method of publication

31. 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. The best way to achieve this is by having robust information management processes in place. Where errors in public data are discovered, or files are changed for other reasons (such as omissions), smaller authorities should publish revised information making it clear where and how there has been an amendment.
32. The data and information specified in this Code must be published on a website which is publicly accessible free of charge. For example, one way that this requirement could be achieved could be by publishing the data on the smaller authority's website or that of the billing authority in its area (district or London borough or unitary council).

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

Department for Communities and Local Government
17 December 2014

Annex A: Transparency Code for Smaller Authorities

Parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 should publish:

| Information title | Information which should be published |
|--|--|
| All items of expenditure above £100 | Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish details of each individual item of expenditure. Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection. For each individual item of expenditure the following information must be published: <ol style="list-style-type: none"> a. date the expenditure was incurred, b. summary of the purpose of the expenditure, c. amount, and d. Value Added Tax that cannot be recovered. |
| End of year accounts | Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by: <ol style="list-style-type: none"> a. a copy of the bank reconciliation for the relevant financial year, b. an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable. |
| Annual governance statement | Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed annual governance statement according to the format included in the Annual Return form. Explain any negative responses to governance statements, including how any weaknesses will be addressed. |
| Internal audit report | Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed internal audit report according to the format included in the Annual Return form. Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal controls objectives. |

| | |
|--|---|
| <p>List of councillor or member responsibilities</p> | <p>Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates, including:</p> <ul style="list-style-type: none"> a) names of all councillors or members, b) committee or board membership and function (if Chairman or Vice-Chairman), and c) representation on external local public bodies (if nominated to represent the authority or board). |
| <p>Location of public land and building assets</p> | <p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. Internal drainage boards to only publish details of registered land and buildings that have a market value and appear in Fixed Assets Register.</p> <p>The following information must be published:</p> <ul style="list-style-type: none"> a) description (what it is, including size/acreage), b) location (address⁷ or description of location), c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity, d) date of acquisition (if known), e) cost of acquisition (or proxy value), and f) present use. |
| <p>Minutes, agendas and papers of formal meetings</p> | <p>Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.</p> <p>Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.</p> |

Annex B: Proposed timeline for smaller authorities' publication of information

| | |
|-------------------|---|
| December 2014 | Transparency Code for Smaller Authorities issued as recommended practice |
| By end March 2015 | Subject to Parliamentary approval Regulations to come into force to require compliance with Transparency Code for Smaller Authorities |
| Spring 2015 | Proposed new burdens funding for smaller authorities to assist compliance with the Code |
| July 2015 | Publication by smaller authorities of first annual set of data completed |
| April 2015 - | Publication of draft minutes from all formal meetings, not later than one month after each meeting, and of meeting agendas and associated meeting papers not later than three clear days before the meeting takes place |
| July 2016 | Publication of second annual set of data completed |

Guidance notes for the Transparency Fund application form

These notes are designed to assist you with completing the Transparency Fund application form.

The application form contains questions which will allow you to produce a bid for funding to enable you to work towards compliance with the Transparency Code for Smaller Authorities.

If your Council has undertaken work or bought equipment after 01 April 2015 solely to comply with the Transparency Code then this spend is eligible for grant funding. Please indicate if you have already purchased the equipment / service using the column provided. Where the already undertaken spend is in excess of the suggested maximums we may be able to pay a proportion of the cost.

If you have any queries please consult the NALC Transparency Frequently Asked Questions page [here](#) or contact your local CALC.

This spreadsheet has been locked, meaning that you will only be able to change the contents of the white boxes. Please attempt to use the spreadsheet version of the form – if you are unable to use it please contact your local County Association who will be able to provide you with an alternate version.

The following table sets out some guidance on how to complete the form.

| | |
|----------|---|
| 1 | Enter the name of the Council |
| 2 | Enter the name of the County Association area. |
| 3 | Confirm the authority has a turnover of less than £25,000. Turnover is the greatest of either income or expenditure. Authorities with a spend of over £25,000 are not available for funding from the Smaller Authorities Transparency Fund* |
| 4 | Using the drop down list, select whether your authority has access to the internet |
| 5 | If you need to get an internet connection there may be setup costs. These might include: <ul style="list-style-type: none"> • Buying a router • Having a telephone line / cable installed or made live |
| 6 | Enter the monthly cost of the internet subscription. – You can use websites such as www.uswitch.com to find out what providers and subscriptions are available in your area. |

| | |
|----|--|
| 7 | Please indicate whether the council has access to a computer using the drop down box |
| 8 | <p>Type in the model name and number of the computer the council expects to buy</p> <p>If your authority already has a computer capable of uploading documents to a website we are not able to fund the purchase of an additional machine.*</p> |
| 9 | <p>Enter the cost of the computer.</p> <p>To buy a computer capable of carrying out the necessary work should cost no more than £350.00. If you wish to purchase a machine costing more please indicate why using the text box at the bottom of the form.</p> |
| 10 | Please indicate whether you have access to a device capable of scanning using the drop down box. (This would include both scanners and combined scanner / printer / copiers) |
| 11 | Type in the model name and number |
| 12 | <p>Enter the cost of buying the scanner.</p> <p>To buy a scanner capable of carrying out the necessary work should cost no more than £100.00. If you wish to purchase a machine costing more please indicate why using the text box at the bottom of the form.</p> |
| 13 | <p>Please answer yes if the council will be uploading files to:</p> <ul style="list-style-type: none"> • Your own council website • A community website • The website of a principal Authority <p>Please answer no if you have no current mechanism to make your documents available via a website.</p> |
| 14 | <p>If you are working with a partner, e.g. community website or principal authority, and they charge you for either –</p> <ul style="list-style-type: none"> • Hosting your documents • Uploading files for you <p>enter the total yearly charges for using the partner's website.</p> <p>Many community groups make no charge – if this is the case please enter 0.</p> |
| 15 | Enter the amount it will cost to set up the website – e.g. Web design costs, hosting, charges to carryout initial uploads – Training is NOT included in this section.* |

| | |
|----|--|
| 16 | Enter the amount it will cost to maintain the website (excluding staffing costs) – e.g. hosting, * |
| 17 | Indicate if training is required using the drop down box on the spreadsheet |
| 18 | Type in a description of any training required e.g.” one hours basic computer training “ or “Two hours from the web developers on how to upload files to our site” the box will expand to fit your text. |
| 19 | Enter the cost of training. |
| 20 | How many hours will it take paid staff members to achieve transparency – e.g. setting up a website, uploading the initial documents.* |
| 21 | Enter the gross hourly rate including on costs. |
| 22 | How many hours will it take paid staff members per month to keep compliant with the transparency regulations – e.g. uploading documents to a website. |
| 23 | Enter the gross hourly rate including on costs. |
| 24 | If the council requires grant money for anything not included in the form above, please indicate what is required and the costs in the box below. As any form with this section completed will have to go through a separate process, the council’s application is likely to be delayed. |

Please ensure this form has been approved by the Council and that this is indicated in the form returned to your local County Association. Your County Association will then undertake a first assessment of the form before either submitting to NALC for processing or returning to the Parish Council for discussion.

Grants will be run on a monthly basis as laid out in the form below.

| Council Submits to County Association | Money for successful bids released to Council |
|---------------------------------------|---|
| 14 October 2015 | 30 November 2015 |
| 13 November 2015 | 08 January 2016 |
| 14 December 2015 | 01 February 2016 |
| 14 January 2016 | 29 February 2016 |
| 14 February 2016 | 31 March 2016 |



Any unsuccessful bids will be returned to the County Association with details of which part(s) caused the bid to be unsuccessful and why. Any authority where a bid is returned is welcome to submit an updated bid.

Your local County Association will be contacting you approximately three months after the funds have been released as part of the DCLG mandated monitoring to monitor how the grant has been spent and if it has resulted in the authority becoming compliant with the code.

* If you have any queries please first consult the NALC Transparency Frequently Asked Questions page here or contact your local County Association.

Once you have completed the form please return it to your County Association

Peter Wrigley
Interim Programme Manager – Transparency Fund

Transparency Fund for Smaller Authorities - Funding Application Form

to be completed in conjunction with the Guidance notes for the Transparency Fund application form

| Question | Answer | Already purchased |
|--|----------|-------------------|
| 1. What is the name of the council? | | |
| 2. Which County Association area is the Council in. | | |
| 3. Is the council's turnover less than £25k? (n.b. see Guidance notes for details on turnover) | | |
| 4. Does the council have access to the internet? | | |
| <i>If the answer is NO - What will it cost to set up an internet connection?</i> | | |
| 5. Set up cost | | |
| 6. Yearly cost | | |
| 7. Does the council currently have access to a computer? | | |
| <i>If the answer is NO.</i> | | |
| 8. Which computer does the council expect to buy? | | |
| 9. Cost | | |
| 10. Does the council currently have access to a device capable of scanning? | | |
| <i>If the answer is NO.</i> | | |
| 11. Which scanning device does the council expect to buy? | | |
| 12. Cost | | |
| Web presence | | |
| 13. Does the council currently have a website or have access to another website to which it can upload the necessary documents? | | |
| 14. If the council is using another organisation's website which involves a cost, please provide details of the cost per annum. | | |
| <i>If the council does not currently have access to a website to which it can upload the documents, please answer the next questions.</i> | | |
| 15. Website - Set up costs | | |
| 16. Website - annual costs | | |
| Training | | |
| 17. Is any training needed? | | |
| <i>If the answer is yes</i> | | |
| 18. Description | | |
| 19. Cost | | |
| Staffing | | |
| Set up costs | | |
| 20. Hours | | |
| 21. Hourly rate (Gross) | | |
| Monthly costs - for months up to and including March 2016 | | |
| 22. Hours | | |
| 23. Hourly rate (Gross) | | |
| 24. If the council believes it needs to access funding for other items which are not covered by this form, please give concise details of these requirements, the reasons and costs involved here. Please note - if the council chooses to use this box your application may take longer to process and we do not guarantee that we will meet the dates in the attached timetable. | | |
| | | |
| Total amount requested | | |
| Authorisation | | |
| 25. Please confirm that this document has been approved by the council. | Yes / No | |
| Finance Details. | | |
| Account name | | |
| Address | | |
| Sort Code - six digits | | |
| Account Number - eight digits | | |
| FOR COUNTY ASSOCIATION / ADA USE ONLY - Date received | | |
| FOR NALC OFFICE USE ONLY - Date received | | |