

HPC Transparency Code... checklist of compliance agenda item 5.b

Chris Pottinger

Today, 09:38 Cllr Simon Taylor (simon@sbtproperty.co.uk); Cllr Janusz Hertz (janusz@hertz.me.uk); Cllr Robert Finlayson (robert.finlayson@lambbrooks.com);

Dear Cllrs,

You will already have received a copy of the report 'Transparency Code: Purchase of hardware and software incl grant - agenda item 5.a.

The agenda also includes an agenda item 'Transparency Code: Progress on Hannington PC website incl structure, functionality and loading of base data' - agenda item 5.b. I am not proposing to circulate a written report on this item, but will suggest the meeting receives an oral update from Cllr Hertz and myself.

Transparency Code Cheque List

However, we thought it would be appropriate to forward to the Council a copy of the Transparency Code Checklist that was completed by me some time ago and forwarded to Jan as useful background information in his discussions with the software company regarding functionality etc, and in support of the application form to HCC for grant funding. You will see the breadth and detail of the records that must be maintained and made available; and thus the need for a well structured, comprehensive, and well maintained 'public' database. I have reproduced below the Explanatory Note that was attached to the completed Check List

*"The form is designed as a tick list to identify how we communicate relevant documents such as minutes of meetings to our parish community. And if we have the appropriate offline file back for Hannington Parish documents – for either paper based or electronic files. Currently, nearly all of the communication is achieved by email to the parishioners in the absence of a specific Hannington Parish Council website. **Although the website is currently being developed as we speak no data has been loaded at this time.**"*

You will also see from checklist that 'Retention' is Current year plus 3 prior years for Decisions same for the Minutes. Email decisions should find their way into meeting minutes.

Financial documents need to be backed up/kept for 6 years and some others kept for ever, e.g. Deed documentation for the Village Green.

Chris Pottinger,

Clerk, Hannington Parish Council

Parish Council	Hannington, Hampshire	Clerk	Chris Pottinger	email / tel.	Not Applicable
Chairman	Simon Taylor	RFO	Chris Pottinger	email / tel.	Not Applicable

Heading	Detail	Web	Paper	Internet email PC	File Backup	Notes
Spending	All payments – quarterly at least and clearly minuted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wages	Total remuneration cost each period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procurement cards	Same disclosures as payments and debit cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procurement	All invitations to tender over £5,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Procurement	All invitations to quote over £500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Procurement	Details of all won contracts : full details of winner details of performance monitoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Buildings	All buildings incl. sqm. area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
	Current EPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
	Reason for holding building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
	Any rented or tenanted buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
	Future commitments on leases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Land	Location : Postcode or map ref incl. access strips	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Details of leasehold / rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other assets	Full asset register published annually (no land values) – Deeds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Grants	Full details of grants made incl. charity number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a presuming no PCC churchyard
	Power under which grant made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
	Application form online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Organisation	Organisation chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
	Vacancies list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Trade Union	How much paid time council allows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Parking	Income from parking charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
	Expenditure out of that income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Salaries	Banding details of all over £50k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Constitution	Financial Regulations approved each year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Standing orders reviewed each year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

	Risk Assessment reviewed each year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pay multiple	Between max pay and median for organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Fraud	List incidence of and actions taken	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	!!!!!!!
Agendas	Agenda properly published before each meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Minutes	Full council – minimum covering 3 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Every committee and subcommittee – minimum covering 3 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Planning Cttee
	Minutes comply with best practice (G&A / CAB 9)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Insurance renewal premium	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Budget and accounts minuted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Bank reconciliations minuted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Included in Financial statement and Accounts
	Confidential minutes handled appropriately	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Annual return	Sections 1 – 4, three years minimum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Audit Summary Statement
Budget	Precept form and full supporting budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Audit reports	All External and Internal Audit reports for last 3 years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Policies	All relevant policies and procedures (incl. Freedom Of Information) listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Charities	Details of any charities for which the council is trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Retention	Current year plus 3 prior year for decisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

I have created this form based upon the *Transparency Code Checklist* found at http://www.hampshirealc.org.uk/Learning_Development/officer-development-the-transparency-code-making-it-work-f.aspx

The form is designed as a tick list to identify how we communicate relevant documents such as minutes of meetings to our parish community. And if we have the appropriate offline file back for Hannington Parish documents – for either paper based or electronic files.

Currently, nearly all of the communication is achieved by email to the parishioners in the absence of a specific Hannington Parish Council website. Although the website is currently being developed as we speak no data has been loaded at this time.