

PENTON GRAFTON PARISH COUNCIL

TRANSPARENCY REGULATIONS POLICY

Date Adopted: Sept 2026

Minute Reference: 0926/7

Review Frequency: Annual

Policy Owner: Parish Council

1. Purpose

Penton Grafton Parish Council is committed to maintaining the highest standards of openness, accountability and transparency. This policy establishes the Council's arrangements for publishing information and meeting its transparency obligations in accordance with:

- Transparency Code for Smaller Authorities;
- Local Audit and Accountability Act 2014;
- Freedom of Information Act 2000;
- Data Protection Act 2018;
- UK General Data Protection Regulation (UK GDPR);
- Current NALC and HALC good-practice guidance.

2. Scope

This policy applies to:

- All elected members of the Council;
- The Parish Clerk;
- Contractors and agents acting on behalf of the Council;
- All information published by the Council.

3. Transparency Principles

The Council will:

- Conduct its business openly wherever legally possible;
- Publish information proactively;
- Make information easily accessible;
- Maintain accurate and up-to-date records;
- Protect personal and confidential information appropriately.

4. Information to be Published

The Council will publish the following documents on its website where applicable:

Governance Documents

- Agendas
- Approved minutes
- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Procedure
- Risk Management Policy
- Asset Register
- Register of Members' Interests

Financial Information

- Annual Governance and Accountability Return (AGAR)
- Accounting statements
- Internal audit reports
- External audit reports (where applicable)
- Year-end accounts

Councillor Information

- Councillor names
- Responsibilities and appointments
- Attendance records where recorded

Public Information

- Contact details
- Meeting dates
- Public notices
- Policy documents

5. Publication Arrangements

Information shall normally be published:

- On the Council website;
- Within statutory deadlines where specified;
- In a format accessible to members of the public;
- In accordance with website accessibility requirements.

6. Data Protection and Confidentiality

Information containing personal or confidential information shall be:

- Redacted where necessary;
- Processed in accordance with UK GDPR;
- Managed in accordance with the Data Protection Act 2018.

Nothing in this policy requires publication of information that would breach data protection legislation or legally protected confidentiality.

7. Freedom of Information

The Council will respond to requests for information in accordance with the Freedom of Information Act 2000 and associated regulations.

Information already available through routine publication will be directed through the Council's published resources wherever possible.

8. Records Management

The Clerk shall maintain records in accordance with statutory requirements and recommended local council record-retention guidance.

9. Monitoring

The Parish Clerk shall:

- Monitor compliance with this policy;
- Report any issues to Council;
- Recommend updates where legislation or guidance changes.

10. Review

This policy shall be reviewed:

- Annually;
- Following significant legislative change;

- Following changes to NALC or HALC model guidance;
- As directed by Council resolution.

Chairman: _____

Date: _____

Parish Clerk: _____

Date: _____

Review Due: _____