

Shobrooke Parish Council Transparency Policy

1. Purpose

This policy sets out how the Council will meet its obligations under the Local Government Transparency Code 2015 for Smaller Authorities and demonstrates the Council's commitment to openness, accountability and public access to information. The Council recognises that transparency is essential to maintaining public confidence and ensuring residents understand how public money is spent and decisions are made.

2. Scope

This policy applies to all information published by the Council in accordance with:

- The Local Government Transparency Code 2015
- Freedom of Information Act 2000
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Local Audit and Accountability Act 2014

3. Publication of Information

The Council will publish the following information on its website where reasonably practicable.

3.1 Expenditure

The Council will publish details of all items of expenditure above £100. This will normally include: Date of payment, Payee name, Purpose of expenditure, Amount paid Personal or confidential information will be redacted where required by law.

3.2 End of Year Accounts

The Council will publish: Annual Governance and Accountability Return (AGAR), Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, Notice of Public Rights
These documents will remain publicly accessible for the period required by legislation.

3.3 Governance Information

The Council will publish: Councillor names and responsibilities, Contact details for the Clerk, Standing Orders, Financial Regulations, Code of Conduct

3.4 Meetings

The Council will publish: Agendas and Minutes These documents will normally be published in accordance with statutory notice requirements. Draft minutes may be marked as Draft until formally adopted by the Council.

3.5 Public Assets

The Council will publish an Asset Register which may include: Land, Buildings, Street furniture, Community assets, Equipment
The register may exclude sensitive details where disclosure could create security risks.

4. Website Accessibility

The Council will make reasonable efforts to ensure information is: Easy to locate, Accessible to the public, Published in a timely manner, Available in accessible formats where reasonably practicable
Where website publication is not possible, information may be made available upon request.

5. Data Protection and Confidentiality

The Council will comply with all relevant data protection legislation. Information containing personal data, commercially sensitive material, or confidential information will not be published where exemption applies under relevant legislation.

6. Freedom of Information

Requests for information not routinely published may be submitted under the Freedom of Information Act 2000.
Requests should be directed to the Clerk. The Council will respond within the statutory timescales unless an exemption applies.

7. Review of Policy

This policy will be reviewed periodically by the Council to ensure continued compliance with legal requirements and good governance practices.