Highcliffe and Walkford Parish Council

Local Government Transparency Code 2025 Compliance Policy

1. Introduction

Highcliffe and Walkford Parish Council ("the Council") is committed to openness, accountability, and transparency in the conduct of its functions. This policy sets out how the Council will comply with the Local Government Transparency Code 2025 and supports the rights of residents to access clear and meaningful information about how public money is used.

2. Purpose of the Policy

The purpose of this policy is to:

- Ensure the Council meets its legal duties under the Transparency Code.
- Provide a clear structure for publishing mandatory information.
- Promote public confidence in the Council's financial stewardship.
- Enable residents to hold the Council to account and engage in decision-making.

3. Responsibilities

The Council appoints a Clerk who also acts as the Responsible Financial Officer (RFO). The Clerk/RFO is responsible for:

- Maintaining accurate and accessible financial records.
- Ensuring the publication of information required by the Transparency Code.
- Ensuring compliance with statutory deadlines.

All Councillors share collective responsibility for ensuring transparency and ethical governance.

4. Information to be Published

The Council will publish the following information at least annually, and more frequently where required:

4.1 Expenditure Over £500

A list of all individual payments made by the Council over £500, including:

- Date of payment
- Supplier name
- Brief description of goods/services

- Amount (net and gross where applicable)

4.2 Procurement and Tenders

Details of any invitations to tender or contracts awarded valued at:

- £5,000 or more.

4.3 Councillor and Staff Information

- Names of all serving Councillors.
- Positions held (e.g., Chair, Vice-Chair, committee roles).
- Allowances or expenses claimed (if applicable).
- Clerk/RFO salary band and staffing structure.

4.4 Land and Public Assets

A register of:

- Council-owned land
- Buildings and community assets
- Publicly accessible amenities under Council management

4.5 Financial and Governance Information

- Annual Budget
- Annual Governance and Accountability Return (AGAR)
- Internal and External Audit Reports
- Risk Management and Internal Control procedures

5. Publication Location and Format

All required information will be published:

- On the Council's official website
- In open, accessible formats where possible (PDF, CSV, or clear HTML tables)

Hard copies will be made available on request in line with the Freedom of Information Publication Scheme.

6. Frequency of Publication

Information Type	**Minimum Publication Frequency**
Expenditure over £500	Quarterly

Information Type	Minimum Publication Frequency
Contracts / Tenders	Within 30 days of award
Councillor and Staff Information	Annually, or when changes occur
Asset Register	Annually
AGAR and Audit Information	Annually upon audit completion

7. Data Protection

Where information must be published, it will be done in compliance with data protection legislation. Personal data will not be released unless legally required or with consent.

8. Review of Policy

This policy will be reviewed **annually** or sooner if legislation changes.
The Clerk/RFO is responsible for recommending updates to the Council.

9. Approval

This Policy was adopted by Highcliffe and Walkford Parish Council at its meeting held on:

Date: _____

Signed: _____ (Chair)

Signed: _____ (Clerk/RFO)

Document Control

- Version: 1.0
- Review Date: Annual
- Next Scheduled Review: _____