

Part 2: Information which must be published

Part 2.1: Information to be published quarterly by Bridgnorth Town Council

	Applicable to Bridgnorth Town Council
<p>26. Data covered by this section includes:</p> <ul style="list-style-type: none"> • expenditure exceeding £500 (see paragraphs 28 and 29) • Government Procurement Card transactions (paragraph 230) • procurement information (see paragraphs 31 and 32). 	<ul style="list-style-type: none"> • Individual Invoices • Not applicable • See later in this publication document
<p>27. The data and information referred to in this Part (2.1) must be published:</p> <ul style="list-style-type: none"> • on the first occasion, not later than 31 December 2014 (amended June 2015) • thereafter, not less than quarterly and not later than one month after the quarter to which the data and information is applicable 	

Expenditure exceeding £500

	Applicable to Bridgnorth Town Council
<p>28. Local authorities must publish details of each individual item of expenditure that exceeds £500⁶. This includes items of expenditure⁷, consistent with Local Government Association guidances⁸, such as:</p> <ul style="list-style-type: none"> • individual invoices • grant payments • expense payments • payments for goods and services • grants • grant in aid • rent • credit notes over £500, and • transactions with other public bodies. 	<ul style="list-style-type: none"> • Yes • Put on website • Yes (on individual claims over £50) • Yes • Publish all grants • Publish all grants • Not applicable • Not applicable • Not applicable

	Applicable to Bridgnorth Town Council
<p>29. For each individual item of expenditure the following information must be published:</p> <ul style="list-style-type: none"> • date the expenditure was incurred • local authority department which incurred the expenditure • beneficiary • summary of the purpose of the expenditure⁹ • amount¹⁰ • Value Added Tax that cannot be recovered, and • merchant category (eg. computers, software etc). 	<p>Extra column to be added to existing publications</p> <p>Extra column to be added to existing publications</p>

Unrecoverable VAT

Information on VAT that cannot be recovered is not available until the end of year accounts are complete.

	Applicable to Bridgnorth Town Council
<p>Government Procurement Card transactions</p> <p>30. Local authorities must publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:</p> <ul style="list-style-type: none"> • date of the transaction • local authority department which incurred the expenditure • beneficiary • amount¹¹ • Value Added Tax that cannot be recovered • summary of the purpose of the expenditure, and • merchant category (eg. computers, software etc). 	Not applicable

Procurement Information

	Applicable to Bridgnorth Town Council
<p>30. Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services¹² with a value that exceeds £5,000^{13, 14}. For each invitation, the following details must be published:</p> <ul style="list-style-type: none"> • reference number • title • description of the goods and/or services sought • start, end and review dates, and • local authority department responsible. 	Publish on website already

Perhaps add tender specifications documents to website

	Applicable to Bridgnorth Town Council
<p>31. Local authorities must also publish details of any contract¹⁵, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000¹⁶. For each contract, the following details must be published:</p> <ul style="list-style-type: none"> • reference number • title of agreement • local authority department responsible • description of the goods and/or services being provided • supplier name and details • sum to be paid over the length of the contract or the estimated annual spending or budget for the contract¹⁷ • Value Added Tax that cannot be recovered • start, end and review dates • whether or not the contract was the result of an invitation to quote or a published invitation to tender, and • whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number ²⁶ 	Yes where relevant

Part 2.2: Information to be published annually

	Applicable to Bridgnorth Town Council
<p>33. Data covered by this section includes:</p> <ul style="list-style-type: none"> • local authority land (see paragraphs 35 and 37) • social housing assets (38 to 41) • grants to voluntary, community and social enterprise organisations (see paragraphs 42 and 43) • organisation chart (see paragraph 44) • trade union facility time (see paragraph 45) • parking account (see paragraph 46) • parking spaces (see paragraph 47) • senior salaries (see paragraphs 48 and 49) • constitution (see paragraph 50) • pay multiple (see paragraphs 51 and 52), and • fraud (see paragraph 53). <p>34. With the exception of data relating to social housing assets (paragraphs 38 to 41), the data and information in this Part (2.2) must be published:</p> <ul style="list-style-type: none"> • first published within a period of one year from the date on which the local authority last published that data under the Local Government Transparency Code 2014 ²⁷ and not later than one month after the year to which the data and year to which the data and information is applicable • published annually thereafter and on each occasion no later than one month ²⁶ after the year to which the data and information is applicable¹⁹. 	<ul style="list-style-type: none"> • Yes • Not applicable (Shropshire Council) • Yes • Yes • Not applicable • Not applicable (Highway Authority) • Not applicable (Highway Authority) • Yes • Not applicable (local authorities work to Standing Orders, Financial Regulations and the Code of Conduct) • Not applicable • Not applicable

<p>The data on social housing assets (see paragraphs 38 -41) must be published:</p> <ul style="list-style-type: none"> • On the first occasion, not later than 1 September 2015 (based on the most up to date valuation data available at the time of publishing the information), then • In April 2016, and • Every April thereafter 	<ul style="list-style-type: none"> • Not applicable (Shropshire Council)
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Local authority land

	Applicable to Bridgnorth Town Council
<p>35. Local authorities must publish details of all land and building assets including:</p> <ul style="list-style-type: none"> • all service and office properties occupied or controlled by user bodies, both freehold and leasehold • any properties occupied or run under Private Finance Initiative contracts • all other properties they own or use, for example, hostels, laboratories, investment properties and depots • garages unless rented as part of a housing tenancy agreement • surplus, sublet or vacant properties • undeveloped land • serviced or temporary offices where contractual or actual occupation exceeds three months, and • all future commitments, for example under an agreement for lease, from when the contractual commitment is made. 	<ul style="list-style-type: none"> • Yes • Not applicable • Not applicable • Not applicable • Not applicable • Not applicable • Not applicable • Yes

However, information about the following land and building assets are to be excluded from publication:

- rent free properties provided by traders (such as information booths in public places or ports)
- operational railways and canals
- operational public highways (but any adjoining land not subject to public rights should be included)
- assets of national security, and

- information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses).

36. For the purpose of this dataset about local authority land (paragraphs 35-37), details about social housing should not be published. However, information about the value of social housing stock contained in a local authority's Housing Revenue Account does need to be published for the social housing asset value dataset (paragraphs 38 to 41)

	Applicable to Bridgnorth Town Council
<p>37. For each land or building asset, the following information must be published together in one place:</p> <ul style="list-style-type: none"> • Unique Property Reference Number • Unique asset identity - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (eg. on one site there could be several buildings or in one building there could be several users floors/rooms etc – where this is the case, each of these will have a separate asset identity). This must include the original reference number from the data source plus authority code • name of the building/land or both • street number or numbers - any sets of 2 or more numbers should be separated with the '-' symbol (eg. 10-15 London Road) • street name – this is the postal road address²¹ • post town • United Kingdom postcode • map reference – local authorities may use either Ordnance Survey or ISO 6709 systems to identify the location of an asset, but must make clear which is being used. Where an Ordnance Survey mapping system is used (the grid system) then assets will be identified using Eastings before Northings. Where geocoding in accordance with ISO 6709 is being used to identify the centre point of the asset location then that reference must indicate its ISO coordinates • whether the local authority owns the freehold or a lease for the asset and 	<p>See No.: 30</p> <p>TITLE</p> <p>EXCLUDE CCTV CONTROL ROOM</p>

<p>for whichever category applies, the local authority must list all the characteristics that apply from the options given below:</p> <p><i>for freehold assets:</i></p> <ul style="list-style-type: none"> ○ occupied by the local authority ○ ground leasehold ○ leasehold ○ licence ○ vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode²²). <p><i>for leasehold assets:</i></p> <ul style="list-style-type: none"> ○ occupied by the local authority ○ ground leasehold ○ sub leasehold ○ licence. <p><i>for other assets:</i></p> <ul style="list-style-type: none"> ○ free text description eg. rights of way, access etc ³² <ul style="list-style-type: none"> ● whether or not the asset is land only (i.e. without permanent buildings) or it is land with a permanent building. 	
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Social Housing asset value – Not applicable to Bridgnorth Town Council

38. Local authorities must publish the value of social housing stock that is held in their Housing Revenue Account ³³.

39. The following social housing stock data must be published:

- Valuation data to be listed at postal sector level ³⁴ (e.g. PO1 1**), without indicating individual dwelling values, and ensuring the data is not capable of being made disclosive of individual properties, in line with the disclosure protocols set out in paragraphs 15 to 18
- Valuation data of the dwellings using both the Existing Use Value for Social Housing and market value (valued in accordance of guidance ³⁵) as at 1 April. This should be based on the authority's most up to date valuation data as at the time of publication of the information.
- An explanation of the difference between the tenanted sale value of dwellings within the Housing Revenue Account and their market sale value, and assurance that the publication of this information is not intended to suggest that tenancies should end to realise the market value of properties.

40. The valuation data and information referred to in paragraph 39 must be published in the following format:

- For each postal sector level, the data should be classified within set bands of value. Authorities must set their valuation bands within the general parameters set out in the table below, in light of the local characteristics of the housing market in their area, in order to ensure that valuation data published by all authorities is consistent to understand:

Valuation Band Range	Intervening Band Values
<£50,000-£99,999	6 Bands of £10,000
£100,000-£299,999	10 Bands of £20,000
£300,000-£499,999	4 Bands of £50,000
£500,000-£999,999	5 Bands of £100,000
£1,000,000-£2,999,999	5 Bands of £500,000

- authorities should ensure that any band should only include values that fall within the lowest band parameters (i.e. not give a top value band). If this is the case, the lowest and highest band should be further disaggregated
- authorities should bear in mind that it is likely that the numbers of properties in the lowest and highest bands will be low, leading to potential disclosure problems. The protocol to address this issue is set out in paragraphs 15 to 18
- for each postal sector level, within the set band of value, the data should indicate:
 - the total number of dwellings
 - the aggregate value of the dwellings and their mean value, using both Existing Use Value for Social Housing and market value, and
 - the percentage of the dwellings that are occupied and the percentage that are vacant
- authorities must publish data for both tenanted and vacant dwellings

41. An example of how the data specified in paragraph in paragraphs 39 and 40 could be presented is included at annex C.

	Applicable to Bridgnorth Town Council
<p>Grants to voluntary, community and social enterprise organisations</p> <p>42. Local authorities must publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:</p> <ul style="list-style-type: none"> • tagging and hence specifically identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over £500 or published procurement information, or • by publishing a separate list or register. 	<p>Yes</p>

<p>43. For each identified grant, the following information must be published as a minimum:</p> <ul style="list-style-type: none"> • date the grant was awarded • time period for which the grant has been given • local authority department which awarded the grant • beneficiary • beneficiary's registration number²⁴ • summary of the purpose of the grant, and • amount. 	<p>Yes to all</p>
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	<p>Applicable to Bridgnorth Town Council</p>
<p>Organisation chart</p> <p>44. Local authorities must publish an organisation chart covering staff in the top three levels of the organisation²⁵. The following information must be included for each member of staff included in the chart:</p> <ul style="list-style-type: none"> • grade • job title • local authority department and team • whether permanent or temporary staff • contact details • salary in £5,000 brackets, consistent with the details published under paragraph 48, and • salary ceiling (the maximum salary for the grade). 	<p>Yes</p>

	Applicable to Bridgnorth Town Council
<p>Trade union facility time</p> <p>45. Local authorities must publish the following information on trade union facility time:</p> <ul style="list-style-type: none"> • total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives) • total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties • names of all trade unions represented in the local authority • a basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary), and • a basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary divided by the total pay bill). 	<p>Not applicable</p> <p>Trade Union Representatives are at Shropshire Council.</p> <p>Any employee can join a Trade Union.</p>
	Applicable to Bridgnorth Town Council
<p>Parking account</p> <p>46. Local authorities must publish on their website, or place a link on their website to this data if published elsewhere:</p> <ul style="list-style-type: none"> • a breakdown of income and expenditure on the authority's parking account^{26, 27}. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices, and • a breakdown of how the authority has spent a surplus on its parking account^{25,28}. 	<p>Not applicable – Highway Authority</p>

<p>Parking spaces</p> <p>47. Local authorities must publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces.</p>	<p>Not applicable</p>
<p>Senior salaries</p> <p>48. Local authorities are already required to publish, under the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2015/234) ⁴¹:</p> <ul style="list-style-type: none"> • the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000 • details of remuneration and job title of certain senior employees whose salary is at least £50,000, and • employees whose salaries are £150,000 or more must also be identified by name. <p>49. In addition to this requirement, local authorities must place a link on their website to these published data or place the data itself on their website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000. The key differences between the requirements under this Code and the Regulations referred to above is the addition of a list of responsibilities, the inclusion of bonus details for all senior employees whose salary exceeds £50,000 and publication of the data on the authority's website.</p>	<p>Yes</p>

Constitution

50. Local authorities are already required to make their Constitution available for inspection at their offices under section 9P of the Local Government Act 2000. Local authorities must also, under this Code, publish their Constitution on their website. Relevant to Principal Authorities e.g. Shropshire Council.

Pay multiple

51. Section 38 of the Localism Act 2011 requires local authorities to produce Pay Policy Statements, which should include the authority's policy on pay dispersion – the relationship between remuneration of chief officers and the remuneration of other staff. Guidance produced under section 40 of that Act ⁴², recommends that the pay multiple is included in these statements as a way of illustrating the authority's approach to pay dispersion.
52. Local authorities must, under this Code, publish the pay multiple on their website, defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. The measure must:
- Cover all elements of remuneration that can be valued (e.g. taxable earnings for the given year, including salary, variable pay, bonuses, allowances and the cash value of any benefit-in-kind)
 - Use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year, and
 - Exclude changes in pension benefits, which due their variety and complexity cannot be accurately included in any multiple disclosure

Fraud

53. Local authorities must publish the following information about their counter fraud work³¹:
- number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014 ⁴⁴, or similar powers ⁴⁵
 - total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud
 - total number (absolute and full time equivalent) of professionally accredited counter fraud specialists
 - total amount spent by the authority on the investigation and prosecution of fraud, and
 - total number of fraud cases investigated.

	Applicable to Bridgnorth Town Council
Part 2.3: Information to be published once only	Not Applicable

Waste contracts

54. Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraph 27. Local authorities must publish this information at the same time as they first publish quarterly procurement information under paragraphs 27, 31 and 32 of this Code.

Part 2.4: Method of publication – website, email and form

55. Public data should be published in a format and under a licence that allows open re-use, including for commercial and research activities, in order to maximise value to the public. The Open Government Licence published by the National Archives should be used as the recommended standard. Where any copyright or data ownership concerns exist with public data these should be made clear. Data covered by Part 2 of this Code must be published in open and machine-readable formats (further information about machine-readable formats can be found in Part 3.2).

Part 3: Information recommended for publication

56. Part 2 of this Code set out details of the minimum data that local authorities must publish. The Government believes that in principle all data held and managed by local authorities should be made available to local people unless there are specific sensitivities to doing so. Therefore, it encourages local authorities to go much further in publishing the data they hold, recognising the benefits of sharing that data for local people, more effective service delivery and better policy making. Part 3 of this Code sets out details of data that the Government recommends local authorities publish.

Part 3.1: Information recommended for publication

57. Data covered by this section includes:

- expenditure data (see paragraph 58)
- procurement information (see paragraphs 59 and 60)
- local authority land (see paragraph 61 and 62)
- parking spaces (see paragraphs 63 and 64)
- organisation chart (see paragraph 65)
- grants to voluntary, community and social enterprise organisations (see paragraphs 66 and 67), and
- fraud (see paragraph 68).

	Applicable to Bridgnorth Town Council
<p>Expenditure data</p> <p>58. It is recommended that local authorities go further than the minimum publication requirements set out in Part 2 and:</p> <ul style="list-style-type: none"> • publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as ‘real-time’ publication) • publish details of all transactions that exceed £250 instead of £500. For each transaction the details that should be published remain as in paragraph 24 • publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card. For each transaction the details that should be published remain as set out in paragraph 25 • publish the total amount spent on remuneration over the period being reported on, and • classify purpose of expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities. 	<ul style="list-style-type: none"> • Yes • Not applicable • Not applicable • Yes • Not applicable Bridgnorth Town Council does not provide services which principal authorities have to do by law

Procurement information

59. It is recommended that local authorities place on Contracts Finder ⁴⁶, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide goods and/or services with a value that exceeds £10,000. For each invitation, the details that should be published are the same as those set out in paragraph 26.

60. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as ‘real-time’ publication)

- every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000. The details that should be published are the same as those set out in paragraph 31
- details of invitations to quote where there has not been a formal invitation to tender. The details that should be published are the same as those set out in paragraph 31
- all contracts in their entirety where the value of the contract exceeds £5,000 ⁴⁷
- company registration number at Companies House
- details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months. The details that should be published are the same as those set out in paragraph 31
- details of the geographical (eg. by ward) coverage of contracts entered into by the local authority
- details of performance against contractual key performance indicators, and
- information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, Charity or Charitable Incorporated Organisation, Community Interest Company, Industrial and Provident Society, Housing Association, etc).

Local authority land

61. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish information on a monthly instead of annual basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication). It is also recommended that local authorities should publish all the information possible on Electronic Property Information Mapping Service.

³⁴ Documentation for all procurements valued at over £10,000 is stored on Contracts Finder for public viewing as part of government's transparency commitment.
<https://online.contractsfinder.businesslink.gov.uk/>

³⁵ Where a contract runs into several hundreds of pages or more, a local authority should publish a summary of the contract or sections of the contract, if this would be more helpful to local people and businesses.

62. It is further recommended that local authorities also go further than the minimum publication requirements set out in paragraph 37 by publishing, alongside them in one place, the following information:

- size of the asset measured in Gross Internal Area (m²) for buildings or hectares for land, in accordance with the Royal Institute of Chartered Surveyors Code of Measuring Practice. The Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at each floor level. Local authorities using Net Internal Area (m²) should convert measurements to Gross Internal Area using appropriate conversion factors³⁶ and state the conversion factor used
- services offered from the asset using the services listed in the Effective Services Delivery government service function list
<http://doc.esd.org.uk/FunctionList/1.00.html> (listing up to five main services)
- reason for holding asset such as, it is occupied by the local authority or it is providing a service on the authority's behalf, it is an investment property, it supports economic development (eg. provision of small businesses or incubator

- space), it is surplus to the authority's requirements, it is awaiting development, it is under construction, it provides infrastructure or it is a community asset
- whether or not the asset is either one which is an asset in the authority's ownership that is listed under Part 5 Chapter 3 of the Localism Act 2011 (assets of community value) and/or an asset which the authority is actively seeking to transfer to the community
 - total building operation (revenue) costs as defined in the corporate value for money indicators for public services ⁴⁹
 - required maintenance - the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at that standard. This should exclude improvement projects but include works necessary to comply with new legislation (eg. asbestos and legionella)
 - functional suitability rating using the scale:
 - good – performing well and operating efficiently (supports the needs of staff and the delivery of services)
 - satisfactory – performing well but with minor problems (generally supports the needs of staff and the delivery of services)
 - poor – showing major problems and/or not operating optimally (impedes the performance off staff and/or the delivery of services)
 - unsuitable – does not support or actually impedes the delivery of services
 - energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007.

Parking spaces

63. It is recommended that local authorities should publish the number of:

- free parking spaces available in the local authority's area and which are provided directly by the local authority, and
- parking spaces where charges apply that are available in the local authority's area and which are provided directly by the local authority.

64. Where parking space is not marked out in individual parking bays or spaces, local authorities should estimate the number of spaces available for the two categories in paragraph 63.

Organisation chart

65. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- charts including all employees of the local authority whose salary exceeds £50,000
- the salary band for each employee included in the chart(s), and
- information about current vacant posts, or signpost vacancies that are going to be advertised in the future.

An organisation chart will have one employee on who earns over £50,000.

Grants to voluntary, community and social enterprise organisations

66. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish information on a monthly instead of annual basis where payments are made more frequently than a single annual payment, or ideally, as soon as the data becomes available and therefore known to the authority (commonly known as 'real-time' publication).
67. It is further recommended that local authorities publish information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association, etc).

Fraud

68. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:
- total number of cases of irregularity investigated
 - total number of occasions on which a) fraud and b) irregularity was identified
 - total monetary value of a) the fraud and b) the irregularity that was detected, and
 - total monetary value of a) the fraud and b) the irregularity that was recovered.

Part 3.2: Method of publication

69. The Government endorses the five step journey to a fully open format:

One star	Available on the web (whatever format) but with an open license
Two star	As per one star plus available machine-readable structures data (e.g. excel instead of a screen image of a table)
Three star	As for two star plus a non-proprietary format (e.g. CSV and XML)
Four star	All of the above plus use open standards from the World Wide Web Consortium (such as RDF and SPARQL ²¹)
Five star	All the above plus links an organisation's data to others' data to provide context

70. The Government recommends that local authorities publish data in three star formats where this is suitable and appropriate⁵⁰, alongside open and machine-readable format, within six months of this Code being issued.