

STRATEGY AND PERFORMANCE ADVISORY COMMITTEE

02 December 2014 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Fleming Vice-Chairman: Cllr. Dickins
Cllrs. Abraham, Mrs. Bayley, Clark, Eyre, Mrs. George, Mrs. Parkin, Mrs. Purves, Raikes,
Miss. Stack and Miss. Thornton

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 7 October 2014, as a correct record	(Pages 1 - 6)	
2. Declarations of Interest Any interests not already registered		
3. Actions from Previous Meeting	(Pages 7 - 8)	
4. Update from Portfolio Holder		Cllr. Peter Fleming Tel: 01732 227180
5. Referrals from Cabinet or the Audit Committee (if any)		
6. Communication Members Working Group - Update		Cllr. Miss. Lorraine Stack
7. Members Communications		Cllrs: Matthew Dickins, Peter Fleming and Miss. Lorraine Stack
8. Members' Induction Pack after 2015 Elections - Presentation		Christine Nuttall Tel: 01732 227245
9. Business Transformation	(Pages 9 - 22)	Lee Banks Tel: 01732 227161
10. Work Plan	(Pages 23 - 24)	

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

STRATEGY AND PERFORMANCE ADVISORY COMMITTEE

Minutes of the meeting held on 7 October 2014 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Abraham, Mrs. Bayley, Clark, Eyre, Mrs. George, Mrs. Parkin, Raikes and Miss. Stack

Apologies for absence were received from Cllrs. Mrs. Purves and Miss. Thornton

Cllrs. Fittock was also present.

14. Minutes

Resolved: That the minutes of the previous meeting of the Strategy and Performance Advisory Committee held on 24 June 2014 be approved and signed as a correct record.

15. Declarations of Interest

There were no additional declarations of interest.

16. Actions from Previous Meeting

Members noted that the action had been completed and circulated to the Committee via email.

17. Update from Portfolio Holder

The Chairman, and Portfolio Holder for Strategy and Performance advised that the Switch and Save scheme had had a positive uptake and was continuing to grow. Some residents had made savings in excess of £400 on their combined energy bills. He advised that any money which the Council received as a result of someone switching was put back into the Council's schemes to help make homes more energy efficient.

18. Referrals from Cabinet or the Audit Committee

There were no referrals from the Cabinet or Audit Committee.

19. Budget 2015/16: Service Reviews and Service Change Impact Assessments (SCIAS)

The Chief Finance Officer presented a report which detailed the update to the 2015/16 budget within the existing framework of the 10 year budget and savings plan. The report considered by the Committee represented the second stage of the budget process and

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Strategy and Performance Advisory Committee - 7 October 2014

would be presented to all Advisory Committees. The purpose of the report was for the Advisory Committees to advise Cabinet on growth and savings ideas for the Services within their terms of reference. He advised that the budget was currently balanced and this was where the Council wanted to be at the year end.

Currently there were no growth or saving proposals identified which were applicable to the Committee. The Service Overview was a new document that was intended to provide Members with improved information to give further context.

In response to questions the Chairman advised the Committee of staffing levels within Democratic Services and how as the team was so small, there were limited options for partnership working.

It was queried whether previous Freedom of Information (FOI) requests could be included on the website. The Chief Finance Officer advised that there was an Officer working group looking at what additional information regarding FOIs could be included on the website.

Members discussed the length of the reports and whether there were alternative options for the information to be presented. The Chief Finance Officer advised that the contents of this report has changed over recent years to reflect Members comments and any further comments would be considered when writing similar reports in future years. The Chief Executive advised that certain information included in all reports was a requirement and also that safeguarding was an important issue. Members agreed that it was important to have a high standard of reports, so that if processes failed lessons could be learnt.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That there were no further suggestions for growth and savings for the services within the terms of reference of the Advisory Committee

20. Customer Experience Update

The Chairman advised the update provided on the customer experience project linked with the Communication Members Work Group update.

Resolved: That the report be noted.

21. Communication Members Working Group - Update

Cllr. Miss. Stack gave a [presentation](#) to the Committee on the Council's Brand Positioning. The brief set out the working groups aspirations and recommendations as how to change the public's perception on 'the Council.'

In response to questions Members were advised that the five promises in the corporate plan were being achieved. Support and Development of the Local Community was being achieved by grants, and business supports to different types of business. It was

discussed how Officers and Members had to be realistic in planning permission and the Green Belt, it was acknowledged that it was a sensitive subject to many people.

The Working Group presented suggested attributes for the District Council. Members queried whether some of the attributes could be linked together as many had similar meanings. It was important for members of the public to understand that many of the processes were governed by statute, but Officers and Members understood that different areas of the Council could be emotive. The Working Group agreed that Officers and Members wanted to do the best job that they could and that the perception of 'the Council' was changed.

Many opinion polls were not an accurate reflection of what Council's do, as the blame was put on 'the Council', but there were many services the District Council did not provide; this needed to be communicated carefully at every level.

It was hoped that in the future there would be some training for Members on Communication tools to help promote the promises and the services provided by the District Council.

Members discussed the need for a corporate voice on all documentation. The public needed to be able to identify Council information by it's visual identity. It was noted that some residents' only experience of the Council was speaking to the refuse collectors or Civil Enforcement Officers. Members agreed that all employees and Councillors were brand ambassadors for the Council.

The Committee thanked Cllrs. Miss Stack, Miss. Thornton and Officers who had been involved for their hard work.

Resolved: The updated be noted.

22. Update on Corporate Plan

The Head of Transformation and Strategy presented a report which detailed the progress made in the delivery of the five promises to the community as set out in the corporate plan that the Council aim to make significant progress on by 2015. It also explained the Council's ambition to become financially self sufficient in order to address the ongoing challenge in delivery services with decreasing levels of government funding. The plan set out 25 actions and an additional four actions had been set to help lead the organisation progress towards financial self sufficiency. 90% were close to being achieved, with three of an amber status which showed that reasonable progress was being made but there was some risk to achievement.

The Chairman advised that the website was amber as it had been agreed that more time needed to be invested into the website to ensure that it was completed properly. Cllr. Miss. Stack advised that she had been on a webinar (internet based seminar) with the Customer Services Manager on web chat for the website. This was something that Cornwall County Council had successfully implemented onto their website and had reduced the number of calls received. It was a tool which was used to encourage residents to self serve and to stay on the website and be talked through how to find the information. It was a tool that could be included on the Council's website and be used in

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the future. It would allow Customer Service Officers to help on average 4 people at a time, but would require relevant training to achieve this.

Members agreed that this was a positive way forward for good customer service as there was a change in how people communicated and would provide another way to reach people. The Chairman also advised that work continued on the Investment Strategy to enable the Council to generate income.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: The report be noted.

23. Equalities Update

The Head of Transformation and Strategy presented a report which provided an update on the progress of the Council's equality aims and commitments. He advised that the Equalities Officer was shared between Sevenoaks District Council, Tunbridge Wells Borough Council and Tonbridge and Malling Borough Council. The Partnership aims and commitments 2012- 16 were within the Council's Policy Framework. The annual report was published on the website and would be reviewed in 2016.

In response to questions Members were advised that the low gender pay gap at 0.3% was a positive result. Roles were assessed on the skills required to fulfil a job. Members were advised that 0.3% was an overall average and the marginal increase was that there was a small number of female staff on the higher salary bands.

In response to questions the Committee was advised that Kent County Council, as the education authority, had information on 16/17 year olds which also included those who went to independent or free schools. Members were also advised that the progress made on monitoring the impact of the housing allocations scheme was that Housing Register was held by West Kent Housing Association and work was being undertaken to identify whether those removed from the register had been removed to being assessed as adequately housed or whether they do not meet the criteria of the new register. It was harder to find information on those who had been removed from the register as they may have moved away or gone into private rented accommodation.

Action 1: Chief Officer Housing and Head of Transformation and Strategy provide Members with an update on the progress of the work being undertaken of the Housing Register.

Members were advised that the Inspectors' report of the Allocations and Development Management Plan had been circulated previously and that no significant changes had been made, the report would be recirculated to Members.

Action 2: For Head of Transformation and Strategy to recirculate the Inspectors Report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the progress against the Council's equality aims and commitments be noted.

24. Work Plan

Members were informed that items would be added for the March 2015 meeting.

Resolved: That the work plan be noted.

THE MEETING WAS CONCLUDED AT 8.15 PM

CHAIRMAN

ACTIONS FROM THE MEETING HELD ON 07.10.14			
Action	Description	Status and last updated	Contact Officer
ACTION 1	Chief Officer Housing and Head of Transformation and Strategy provide Members with an update on the progress of the work being undertaken of the Housing Register.	There is no further update to give on progress of the Equalities work on the Housing Register. Arrangements are being made with the Housing Association to enable work to be undertaken on the data required and Members will be provided an update once this work has been completed.	Pat Smith Ext: 7244 and Lee Banks Ext: 7161
ACTION 2	For Head of Transformation and Strategy to recirculate the Inspectors Report.	The Inspectors Report was circulated by the Planning Policy team as requested by Members.	Lee Banks Ext: 7161

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LOCAL GOVERNMENT TRANSPARENCY CODE 2014

Strategy and Performance Advisory Committee – 2 December 2014

Report of Chief Executive

Status: For Consideration

Also considered by: Cabinet – 11 December 2014

Key Decision: No

This report supports the Corporate Plan Promise to provide value for money

Portfolio Holder Cllr. Peter Fleming

Contact Officer(s) Lee Banks, Ext. 7161

Recommendations to Strategy & Performance Advisory Committee:

- (a) Members note the requirements of the Local Government Transparency Code 2014, and
- (b) Advise Cabinet on the publication of any further data, as recommended by the Local Government Transparency Code 2014 and as set out in Appendix B of this report.

Recommendation to Cabinet:

- (a) Members note the requirements of the Local Government Transparency Code 2014, and
- (b) Advise Officers on the publication of any further data, as recommended by the Local Government Transparency Code 2014 and as set out in Appendix B of this report.

Reason for recommendation: To ensure Members are informed about the range of data the Council is required to publish under the Local Government Transparency Code 2014 and associated Regulations and seeks that Members advice on the extent of any enhanced data to be published in accordance with recommendations made in the Code.

Introduction and Background

- 1 On 31 October 2014 the Local Government (Transparency Requirements) (England) Regulations 2014 came in to effect. These Regulations make it a legal requirement for local authorities to publish a range of data as specified in Part 2 of the Local Government Transparency Code 2014.
- 2 This report sets out for Members a summary of the Local Government Transparency Code 2014 and details the data that the Council is required to publish. The Code also sets out a range of further information that is

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recommended to be published (which is not a legal requirement) and Members views are sought on what elements, if any, of the recommended information the Council may wish to publish.

Local Government Transparency Code 2014

- 3 It is the Government's stated desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision making process and help shape public services. This Code is issued to meet that desire.
- 4 The Government has set out that:

"Transparency is the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society. The availability of data can also open new markets for local business, the voluntary and community sectors and social enterprises to run services or manage public assets".
- 5 In Part 2 of the Code, which is available as background information to this report, the Government has set out 13 data sets which the Council is required by legislation to publish on either a quarterly or annual basis. A full record of each of these data sets is provided at Appendix A to this report, but can be summarised as:
 - i. Expenditure exceeding £500
 - ii. Government Procurement Card transactions
 - iii. Procurement information
 - iv. Local authority land
 - v. Grants to voluntary, community and social enterprise organisations
 - vi. Organisation chart
 - vii. Trade union facility time
 - viii. Parking account
 - ix. Parking spaces
 - x. Senior salaries
 - xi. Constitution
 - xii. Pay multiple' and
 - xiii. Fraud.
- 6 Of these 13 data sets the Council currently publishes four to the required standard and format. These are expenditure exceeding £500, senior salaries, Constitution and the pay multiple. These can be accessed from a single page on the Council website at www.sevenoaks.gov.uk/transparency.
- 7 The Code requires that the remaining 11 data sets are published in by 31 December 2014 in the case of procurement information and by no later than 2 February 2015 for all other remaining data sets.

- 8 The Code requires that each of these data sets is 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. In practice this means data will be published under the Open Government Licence published by the National Archives and placed on the Council website as a PDF document, a Word or Excel document (as appropriate) and as a CSV or XML file. Publishing in multiple formats is in accordance with recommendations made within the Code.

Information recommended for publication

- 9 Part 3 of the Code sets out additional data that Government would recommend that local authorities publish as standard but there is no legal requirement to do so. Members are requested to consider each of the following suggested areas for further data transparency and recommend any which they would wish the Council to publish on a regular basis. Set out below is the title of each of the data sets with further information provided at Appendix B to this report.

- i. Expenditure exceeding £250
- ii. Enhanced information on procurement
- iii. Enhanced information on local authority land
- iv. Enhanced information about parking spaces
- v. Enhanced organisational chart
- vi. Enhanced community grants data
- vii. Enhanced fraud data

Other Options Considered and/or Rejected

- 10 None. The Council is required by Regulations to publish a range of data published at Part 2 of the Local Government Transparency Code 2014. The Council has discretion on whether to published enhanced information under Part 3 of the Code and these categories of data are set out for Members consideration.

Key Implications

Financial

- 11 The Government has set out that it will make a new burdens payment in 2014-15, to eligible local authorities, totalling £2.6 million across the country. This is intended to enable the Council to publish two sets of quarterly data (the first needs to be published by 31 December 2014) and the first set of annual data which needs to be published by 2 February 2015. Payments to individual local authorities will again be made under section 31 of the Local Government Act 2003 during November.
- 12 In 2015-16, the Government has committed to make a total new burdens payment of £4.0 million to local authorities.

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Legal Implications and Risk Assessment Statement

- 13 The Council has a legal duty to publish the data sets detailed in Part 2 of the Local Authority Transparency Code 2014. Failure to publish the data in the correct format and in the required timescales would place the Council at risk of intervention.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	None required.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Conclusions

- 14 The Local Government Transparency Code 2014 and the associated Local Government (Transparency Requirements) (England) Regulations 2014 placed a legal requirement on the Council to publish a range of data sets in an open and reusable format on its website. The Regulations came in to effect on 31 October 2014 and place a requirement on the Council to ensure the first data sets are published in full by 31 December 2014 with more complex data sets made available by 2 February 2015.
- 15 The Code also sets out a range of enhanced data that the Council may choose to publish and these are set out for Members consideration and decision.

Appendices Appendix A – Part 2 data sets (Legal requirement to publish)
Appendix B – Part 3 optional data sets

Background Papers: Local Government Transparency Code 2014
www.gov.uk/government/publications/local-government-transparency-code-2014

Pav Ramewal
Chief Executive

Local Authority Transparency Code 2014

Part 2 Data Sets: Data which is required to be published

Information Title	Publication Frequency	Information which must be published
Expenditure exceeding £500	Quarterly	<p>Publish details of each individual item of expenditure that exceeds £500, including items of expenditure, consistent with Local Government Association guidance, 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 • transactions with other public bodies. <p>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 expenditure • amount • Value Added Tax that cannot be recovered • merchant category (eg. computers, software etc).

Information Title	Publication Frequency	Information which must be published
Government Procurement Card transactions	Quarterly	<p>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 • amount • Value Added Tax that cannot be recovered • summary of the purpose of the expenditure • merchant category (eg. computers, software etc).
Procurement information	Quarterly	<p>Publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. 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 • local authority department responsible. <p>Publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:</p> <p>reference number title of agreement local authority department responsible</p> <ul style="list-style-type: none"> • 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 contract • 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 • 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.

Information Title	Publication Frequency	Information which must be published
Local authority land	Annually	<p>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 • all future commitments, for example under an agreement for lease, from when the contractual commitment is made. <p>However, information about the following land and building assets are to be excluded from publication:</p> <ul style="list-style-type: none"> • social housing • 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 • information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses).
Grants to voluntary, community and social enterprise organisations	Annually	<p>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>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 number • summary of the purpose of the grant • amount

Information Title	Publication Frequency	Information which must be published
Organisation chart	Annually	<p>Publish an organisation chart covering staff in the top three levels of the organisation. 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 for Senior Salaries • salary ceiling (the maximum salary for the grade).
Trade union facility time	Annually	<p>Publish the following information:</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).
Parking account	Annually	<p>Publish on their website, or place a link on their website to this data published elsewhere:</p> <ul style="list-style-type: none"> • a breakdown of income and expenditure on the authority's parking account. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices • a breakdown of how the authority has spent a surplus on its parking account.
Parking spaces	Annually	<p>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>

Information Title	Publication Frequency	Information which must be published
Senior salaries	Annually	<p>Local authorities must place a link on their website to the following data or must place the data itself on their website:</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 • employees whose salaries are £150,000 or more must also be identified by name. • 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.
Constitution	Annually	Local authorities must publish their Constitution on their website.
Pay multiple	Annually	<p>Publish the pay multiple on their website defined as the ratio between the highest 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:</p> <ul style="list-style-type: none"> • cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-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 • exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.
Fraud	Annually	<p>Publish the following information:</p> <ul style="list-style-type: none"> • number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers • 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 • total number of fraud cases investigated.

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Local Authority Transparency Code 2014

Part 3 Data Sets: Data which is required to be published

Information Title	Publication Frequency	Information recommended for publication
Expenditure exceeding £250	Monthly	<p>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).</p> <ul style="list-style-type: none"> • Publish details of all transactions that exceed £250 instead of £500. • publish the total amount spent on remuneration over the period being reported on. • classify purpose of expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.
Enhanced procurement information	Quarterly	<p>Publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card.</p> <p>Place on Contracts Finder, 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.</p> <p>Publish:</p> <ul style="list-style-type: none"> • 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 • details of invitations to quote where there has not been a formal invitation to tender • all contracts in their entirety where the value of the contract exceeds £5,000 • 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 • details of the geographical (eg. by ward) coverage of contracts entered into by the local authority • details of performance against contractual key performance indicators • 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).

Information Title	Publication Frequency	Information recommended for publication
Enhanced local authority land	Monthly	<p>It is also recommended that local authorities should publish all the information possible on Electronic Property Information Mapping Service.</p> <p>Publish the following additional information:</p> <ul style="list-style-type: none"> • the 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 factors and state the conversion factor used • the 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) • the reason for holding asset such as, it is occupied by the local authority or it is providing a service in its 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 where the authority is actively seeking transfer to the community • total building operation (revenue) costs as defined in the corporate value for money indicators for public services • 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 (e.g. asbestos and legionella) • functional suitability rating using the scale: good, satisfactory, poor, unsuitable • energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007.

Information Title	Publication Frequency	Information recommended for publication
Enhanced community grants data	Monthly	<p>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).</p> <p>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).</p>
Enhanced Organisation chart	Annually	<p>Local authorities should publish:</p> <ul style="list-style-type: none"> • charts including all employees in the local authority whose salary exceeds £50,000 • the salary band for each employee included in the chart(s) • information about current vacant posts, or signpost vacancies that are going to be advertised in the future
Enhanced parking spaces	Annually	<p>Local authorities should publish the number of:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Enhanced fraud data	Annually	<p>Local authorities should publish:</p> <ul style="list-style-type: none"> • 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.

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Strategy & Performance Advisory Committee Work Plan 2014/15

2 December 2014	3 March 2015	Summer 2015	Autumn 2015
Communication Members Working Group – Update Business Transformation Members Communications	Customer Experience Update Branding	Performance Indicators & Targets for 2015/16 Annual Complaint Monitoring 2014/15	Budget: Service Reviews and Service Change Impact Assessments (SCIAS)

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