

A guide to publishing Transparency data

We've read through the official Transparency Code and broken it down to give you the essential bits and some tips for each data set. You can find a copy of the code on our website for all the detail.

Quarterly Publishing

Data to upload

What to look out for

Expenditure exceeding £500

You may be used to doing this monthly if so - carry on! If not the minimum frequency you have to reach is Quarterly.

*Where to get the detail:
Page 9 of the code*

Government Procurement Card transactions

You've got to publish details of every transaction made on a Government Procurement Card.

*Where to get the detail:
Page 10 of the code*

Procurement information

This means all tenders and contracts over £5,000 - **Note this means any legally enforceable contract.**

*Where to get the detail:
Page 11 of the code*

Annual Publishing

Local Authority Land

These are details of land and building assets - but bear in mind there are some exceptions that should **not** be published. For example Social housing or assets of National Security.

You don't have to include polygon data this time - for each asset you only need a map reference for Ordnance Survey (Eastings and Northings) or ISO 6709 coordinates. This means all the data can be published as a simple CSV.

*Where to get the detail:
Pages 12-14 of the code*

Annual Publishing continued

Grants to Voluntary, community and social enterprises	<p>Here you can use the data you already have for expenditure over £500 (or other procurement info) or you can publish a separate list.</p>
	<p><i>Where to get the detail: Pages 12-15 of the code</i></p>
Organisation Chart	<p>This only needs to cover the top 3 levels of your organisation.</p>
	<p>The salary information you need for it can be taken from the data you already publish under the Accounts and Audit Regulations 2011.</p>
	<p><i>Where to get the detail: Page 15 of the code</i></p>
Trade Union Facility time	<p>This includes spend, names of the trade unions represented, and info about union reps in the authority.</p>
	<p><i>Where to get the detail: Page 15 of the code</i></p>
Parking Accounts & Spaces	<p>For parking accounts remember you also need to publish this data or a link to it on your website.</p>
	<p><i>Where to get the detail: Page 16 of the code</i></p>
Senior Salaries	<p>Remember this data is already being published under the Accounts and Audits Regulations 2011...</p>
	<p>However! 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 now having to publish this on your website.</p>
	<p><i>Where to get the detail: Page 16 of the code</i></p>
Constitution	<p>Publish your constitution & make it available on your website.</p>
	<p><i>Where to get the detail: Page 17 of the code</i></p>

Annual Publishing continued...again

Pay Multiple

Here you can use data from Pay Policy statements (these are already being published) to provide pay multiples. You also have to publish these on your website.

*Where to get the detail:
Page 17 of the code*

Fraud

This one is just details of counter fraud measures. Note it includes info about powers used under the Prevention of Social Housing Fraud Regulations 2014.

*Where to get the detail:
Page 18 of the code*

One-off Publishing

Waste Contracts

Good news! This is only a **one off** data set - but remember it needs to go up at the same time as your first set of quarterly data. The details of the contract need to include the same information as shown in paragraph 27 page 11 of the code.

*Where to get the detail:
Pages 11&18 of the code*

Key dates to remember

31st December 2014

First round of Quarterly data & Once Only data must be published by this date

2nd February 2015

First round of Annual data must be published by this date

Want to know more about Transparency?

Check out our information hub on our website or you can call us on **0121 232 8000** or email at info@misoportal.com