

Data Transparency

The Council is subject to the Local Government Transparency Code 2015 (the Code) introduced by The Local Audit and Accountability Act 2014 S39.

The following table describes the information required by us under the Code and explains how we make this available:

Information title	Information which must be published	Rochford District Council Data
<p>Expenditure exceeding £500</p>	<p><u>Quarterly publication</u> 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"> <input type="checkbox"/> individual invoices <input type="checkbox"/> grant payments <input type="checkbox"/> expense payments <input type="checkbox"/> payments for goods and services <input type="checkbox"/> grants <input type="checkbox"/> grant in aid <input type="checkbox"/> rent <input type="checkbox"/> credit notes over £500 <input type="checkbox"/> 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"> <input type="checkbox"/> date the expenditure was incurred <input type="checkbox"/> local authority department which incurred the expenditure <input type="checkbox"/> beneficiary <input type="checkbox"/> summary of the purpose of the expenditure <input type="checkbox"/> amount <input type="checkbox"/> Value Added Tax that cannot be recovered <input type="checkbox"/> merchant category (eg. computers, software etc). 	<p>The Council's Spending Disclosure is online at the following link to our website: www.rochford.gov.uk/opendata</p>

Information title	Information which must be published	Rochford District Council Data
<p>Government Procurement Card transactions</p>	<p><u>Quarterly publication</u> 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"> <input type="checkbox"/> date of the transaction <input type="checkbox"/> local authority department which incurred the expenditure <input type="checkbox"/> beneficiary <input type="checkbox"/> amount <input type="checkbox"/> Value Added Tax that cannot be recovered <input type="checkbox"/> summary of the purpose of the expenditure <input type="checkbox"/> merchant category (eg. computers, software etc). 	<p>Not applicable to Rochford District Council as we do not have a Government Procurement Card.</p>
<p>Procurement information</p>	<p><u>Quarterly publication</u> 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"> <input type="checkbox"/> reference number <input type="checkbox"/> title <input type="checkbox"/> description of the goods and/or services sought <input type="checkbox"/> start, end and review dates <input type="checkbox"/> local authority department responsible. <p><u>Quarterly publication</u> 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> <ul style="list-style-type: none"> <input type="checkbox"/> reference number <input type="checkbox"/> title of agreement <input type="checkbox"/> local authority department responsible <input type="checkbox"/> description of the goods and/or services being provided <input type="checkbox"/> supplier name and details <input type="checkbox"/> sum to be paid over the length of the contract or the estimated annual spending or budget for the contract 	<p>Invitations to Tender are advertised on portals called Contracts Finder and Delta E-Sourcing. The links for these are: https://www.contractsfinder.service.gov.uk/Search and https://www.delta-esourcing.com/</p> <p>Contract details are published on the Council's Contracts Register and within a quarterly report of Contracts Let at the following link to our website: www.rochford.gov.uk/selling and on the East of England Local Government Association website: http://contracts.eelga.gov.uk/search/</p>

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	<ul style="list-style-type: none"> <input type="checkbox"/> Value Added Tax that cannot be recovered <input type="checkbox"/> start, end and review dates <input type="checkbox"/> whether or not the contract was the result of an invitation to quote or a published invitation to tender <input type="checkbox"/> 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 	
<p>Local authority land</p>	<p><u>Annual publication</u></p> <p>For each land or building asset, the following information must be published together in one place:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unique Property Reference Number <input type="checkbox"/> Unique asset identity <input type="checkbox"/> name of the building/land or both <input type="checkbox"/> street number or numbers - any sets of 2 or more numbers should be separated with the '-' symbol (eg. 10-15 London Road) <input type="checkbox"/> street name – this is the postal road address <input type="checkbox"/> post town <input type="checkbox"/> United Kingdom postcode <input type="checkbox"/> map reference – local authorities may use either Ordnance Survey or ISO6709 systems to identify the location of an asset <input type="checkbox"/> whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below: <p>for freehold assets:</p> <ul style="list-style-type: none"> o occupied by the local authority o ground leasehold o leasehold o licence 	<p>The Council is pleased to publish The Essex Property Asset Map which not only provides information about Rochford District Council's assets, but information on other public sector and government owned land and property assets across Essex.</p> <p>Please use the map to search for assets using the menu options available to filter results. Additional information about individual sites is shown at each location. Rochford District Council assets are highlighted in green.</p> <p>This information is hosted by Southend-on-Sea Borough council.</p>

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	<ul style="list-style-type: none"> ○ vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode) for leasehold assets: <ul style="list-style-type: none"> ○ occupied by the local authority ○ ground leasehold ○ sub leasehold ○ licence for other assets: <ul style="list-style-type: none"> ○ free text description eg. rights of way, access etc. <input type="checkbox"/> whether or not the asset is land only (without permanent buildings) or it is land with a permanent building. 	
<p>Grants to voluntary, community and social enterprise organisations</p>	<p><u>Annual publication</u></p> <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"> <input type="checkbox"/> 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 <input type="checkbox"/> 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"> <input type="checkbox"/> date the grant was awarded <input type="checkbox"/> time period for which the grant has been given <input type="checkbox"/> local authority department which awarded the grant <input type="checkbox"/> beneficiary <input type="checkbox"/> beneficiary's registration number <input type="checkbox"/> summary of the purpose of the grant <input type="checkbox"/> amount 	<p>The Council's Voluntary Sector Grant Allocations are published online at the following link to our website: www.rochford.gov.uk/voluntary</p>

Information title	Information which must be published	Rochford District Council Data
Organisation chart	<p><u>Annual publication</u></p> <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"> <input type="checkbox"/> grade <input type="checkbox"/> job title <input type="checkbox"/> local authority department and team <input type="checkbox"/> whether permanent or temporary staff <input type="checkbox"/> contact details <input type="checkbox"/> salary in £5,000 brackets, consistent with the details published for Senior Salaries <input type="checkbox"/> salary ceiling (the maximum salary for the grade). 	<p>The Council's Organisational Structure Chart is available online at the following link to our website: www.rochford.gov.uk/lst</p>
Trade union facility time	<p><u>Annual publication</u></p> <p>Publish the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives) <input type="checkbox"/> total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties <input type="checkbox"/> names of all trade unions represented in the local authority 	<p>Not applicable – no local union representatives at Rochford District Council.</p>

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	<input type="checkbox"/> 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 <input type="checkbox"/> 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	<p><u>Annual publication</u></p> <p>Publish on their website, or place a link on their website to this data published elsewhere:</p> <input type="checkbox"/> 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 <input type="checkbox"/> a breakdown of how the authority has spent a surplus on its parking account.	<p>Off-Street (2021/22 – as at year end March 2022)</p> <table border="0"> <tr> <td colspan="2">Car Par Income</td> </tr> <tr> <td>Pay & Display Revenues</td> <td style="text-align: right;">1,270,433.77</td> </tr> <tr> <td>Season Ticket/ Permits</td> <td style="text-align: right;">79,768.41</td> </tr> <tr> <td>PCN Income</td> <td style="text-align: right;">28,562.20</td> </tr> <tr> <td>Miscellaneous Income</td> <td style="text-align: right;">22,138.54</td> </tr> <tr> <td>Total Income</td> <td style="text-align: right;"><u><u>1,400,902.92</u></u></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Car Park Expenditure</td> </tr> <tr> <td>Salaries</td> <td style="text-align: right;">103,850.66</td> </tr> <tr> <td>Business Rates</td> <td style="text-align: right;">312,714.71</td> </tr> <tr> <td>Machine Maintenance</td> <td style="text-align: right;">13,036.08</td> </tr> <tr> <td>Maintenance/ Repairs</td> <td style="text-align: right;">25,128.98</td> </tr> <tr> <td>Miscellaneous Expenditure</td> <td style="text-align: right;">28,515.26</td> </tr> <tr> <td>Electricity</td> <td style="text-align: right;">8,088.22</td> </tr> <tr> <td>Publicity</td> <td style="text-align: right;">1,781.20</td> </tr> <tr> <td>Traffic Enforcement</td> <td style="text-align: right;">1,100.00</td> </tr> <tr> <td>Total Expenditure</td> <td style="text-align: right;"><u><u>494,215.11</u></u></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Surplus/ (Deficit)</td> <td style="text-align: right;">906,687.81</td> </tr> </table>	Car Par Income		Pay & Display Revenues	1,270,433.77	Season Ticket/ Permits	79,768.41	PCN Income	28,562.20	Miscellaneous Income	22,138.54	Total Income	<u><u>1,400,902.92</u></u>	 		Car Park Expenditure		Salaries	103,850.66	Business Rates	312,714.71	Machine Maintenance	13,036.08	Maintenance/ Repairs	25,128.98	Miscellaneous Expenditure	28,515.26	Electricity	8,088.22	Publicity	1,781.20	Traffic Enforcement	1,100.00	Total Expenditure	<u><u>494,215.11</u></u>	 		Surplus/ (Deficit)	906,687.81
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<p>Parking account</p>		<p>On-Street On-street parking enforcement and on-street parking provision is the responsibility of Essex County Council (ECC), the Highway Authority. ECC have delegated this function to the South Essex Parking Partnership (SEPP) Joint Committee who deliver this function on behalf of ECC via an agency agreement.</p> <p>SEPP consists of the borough, districts and city councils from Chelmsford, Basildon, Brentwood, Castle Point, Maldon and Rochford. SEPP holds a single parking account which is the responsibility of the Joint Committee. The Joint Committee is responsible for how any surplus or deficit is managed. All surpluses are managed as per Section 55 of the RTRA 1984.</p> <p>The parking enforcement activity in the Rochford district contributes to the overall SEPP single parking account. Rochford District Council has no direct control of this account.</p> <p>The SEPP Joint Committee produces an annual report which provides a breakdown of the enforcement activity and financial performance in each of the Partner areas. The Annual Reports can be found at the following link: About the South Essex Parking Partnership Chelmsford City Council</p>
<p>Parking spaces</p>	<p><u>Annual publication</u></p> <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>	<p>Information on Car Parks within the Rochford District operated by the Council is available online at the following link to our website: www.rochford.gov.uk/carparks</p>

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<p>Senior salaries</p>	<p><u>Annual publication</u></p> <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"> <input type="checkbox"/> the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000 <input type="checkbox"/> details of remuneration and job title of certain senior employees whose salary is at least £50,000 <input type="checkbox"/> employees whose salaries are £150,000 or more must also be identified by name. <input type="checkbox"/> 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. 	<p>Remuneration of the Council's Leadership Team is online at the following link to our website: www.rochford.gov.uk/remuneration</p> <p>Further details regarding senior salaries are also included within the Financial Statements, as available at: www.rochford.gov.uk/finance</p>
<p>Constitution</p>	<p><u>Annual publication</u></p> <p>Local authorities must publish their Constitution on their website.</p>	<p>The Council's Constitution is published online at the following link to our website: www.rochford.gov.uk/constitution</p>
<p>Pay multiple</p>	<p><u>Annual publication</u></p> <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>	<p>Pay Multiple is included within the Council's Pay Policy Statement, as available at the following link to our website: https://www.rochford.gov.uk/paypolicy</p>

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	<ul style="list-style-type: none"> <input type="checkbox"/> 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) <input type="checkbox"/> 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 <input type="checkbox"/> exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure. 	
<p>Fraud</p>	<p><u>Annual publication</u></p> <p>Publish the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers <input type="checkbox"/> total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud <input type="checkbox"/> total number (absolute and full time equivalent) of professionally accredited counter fraud specialists <input type="checkbox"/> total amount spent by the authority on the investigation and prosecution of fraud <input type="checkbox"/> total number of fraud cases investigated. 	<p>The Council does not have a corporate fraud team.</p> <p>Number of occasions we use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014 or similar powers = 0</p> <p>Total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud = 0</p> <p>Total number (absolute and full time equivalent) of professionally accredited counter fraud specialists = 0</p> <p>Total number of fraud cases investigated = 0</p> <p>However, the Revenues & Benefits Department of the Council has a Counter Fraud & Compliance Officer who undertakes fraud prevention and detection work designed to protect and improve the council tax base.</p>

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		<p>This involves carrying out pro-active reviews of discounts and exemptions and cases where Local Council Tax Support is in payment. It also involves identifying domestic properties not previously subject to Council Tax. As a result of this work, in 2021/22 the total sum of £204,852 was identified as being wrongly claimed or not charged. These sums were recharged to the tax payers. In addition, penalties (of £70) were imposed on residents who failed to provide information or who had provided false information. The total amount of penalties imposed in 2021/22 was £2,660.</p> <p>Proactive work is also carried out to identify non-domestic properties not registered for Business Rates, those that do not report changes to their premises, and those that falsely claim Small Business Rate Relief. In 2021/22 this work resulted in £385,865 being billed or rebilled to the business owners.</p>
<p>Waste contracts</p>	<p><u>One-off publication</u></p> <p>Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraphs 32 of the Code, at the point they first publish quarterly contract information under Part 2 of this Code.</p>	<p>Details of Rochford District Council's Waste Contract is published within the Council's Contracts Register at the following link www.rochford.gov.uk/selling and included on the East of England Local Government Association website: http://contracts.eelga.gov.uk/search/</p>