

Local					
Information title	Frequency	Information which must be published	Action taken/progress for info which must be published	Directorate	where published?
Expenditure exceeding £500	Quarterly publication	Publish details of each individual item of expenditure that exceeds £500, including items of expenditure, consistent with Local Government Association guidance, such as:	Published on a monthly basis - Monthly payments report in csv, excel, pdf & summary formats	CBSS	Website/ open data
		☐ individual invoices	published		
		☐ grant payments	published		
		☐ expense payments	published		
		☐ payments for goods and services	published		
		☐ grants	published		
		☐ grant in aid	published		
		☐ rent	published		
		☐ credit notes over £500	published		
		☐ transactions with other public bodies.	published		
		For each individual item of expenditure the following information must be published:			
		☐ date the expenditure was incurred	published		
		☐ local authority department which incurred the expenditure	published		
		☐ beneficiary	published		
		☐ summary of the purpose of the expenditure	published		
		☐ amount	published		

		☐ Value Added Tax that cannot be recovered	n/a		
		☐ merchant category (eg. computers, software etc).	published		
Government Procurement Card transactions	Quarterly publication	Publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:	Spend on purchase cards included in monthly payment reports (See above) and flagged up as procurement card expenditure	CBSS	Website/ (Open data)
		☐ 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 publication	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:		CBSS	https://www.york.gov.uk/info/20006/business/1795/contracts_register
		☐ reference number			
		☐ title			
		☐ description of the goods and/or services sought			
		☐ start, end and review dates			

		<input type="checkbox"/> local authority department responsible.			
	Quarterly publication	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:			
		<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			
		<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.			
Local authority land	Annual publication	Publish details of all land and building assets including:			all the mandatory data on e-PIMS
		<input type="checkbox"/> all service and office properties occupied or controlled by user bodies, both freehold and leasehold			
		<input type="checkbox"/> any properties occupied or run under Private Finance Initiative contracts			
		<input type="checkbox"/> all other properties they own or use, for example, hostels, laboratories, investment properties and depots			
		<input type="checkbox"/> garages unless rented as part of a housing tenancy agreement			
		<input type="checkbox"/> surplus, sublet or vacant properties			
		<input type="checkbox"/> undeveloped land			
		<input type="checkbox"/> serviced or temporary offices where contractual or actual occupation exceeds three months			
		<input type="checkbox"/> all future commitments, for example under an agreement for lease, from when the contractual commitment is made.			

		However, information about the following land and building assets are to be excluded from publication:			
		<input type="checkbox"/> rent free properties provided by traders (such as information booths in public places or ports)			
		<input type="checkbox"/> operational railways and canals			
		<input type="checkbox"/> operational public highways (but any adjoining land not subject to public rights should be included)			
		<input type="checkbox"/> assets of national security			
		<input type="checkbox"/> information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses).			
		Information on social housing is also excluded from this specific dataset.			
		For each land or building asset, the following information must be published together in one place:			
		<input type="checkbox"/> Unique Property Reference Number			

		<p>☐ 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</p>			
		<p>☐ name of the building/land or both</p>			
		<p>☐ street number or numbers - any sets of 2 or more numbers should be separated with the '-' symbol (eg. 10-15 London Road)</p>			
		<p>☐ street name – this is the postal road address</p>			
		<p>☐ post town</p>			
		<p>☐ United Kingdom postcode</p>			

		<p>☑ map reference – local authorities may use either Ordnance Survey or ISO6709 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</p>			
		<p>☑ 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>			
		<i>for freehold assets:</i>			
		o occupied by the local authority			
		o ground leasehold			
		o leasehold			
		o licence			

		o vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode)			
		<i>for leasehold assets:</i>			
		o occupied by the local authority			
		o ground leasehold			
		o sub leasehold			
		o licence			
		<i>for other assets:</i>			
		o 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.			
Social housing asset value	Annual publication	Publish details on the value of social housing assets within local authorities' Housing Revenue Account.		CANS	https://data.yorkopendata.org/group/tc-social-housing-asset-value
		Information to be published using the specified value bands and postal sector:			
		<input type="checkbox"/> total number of homes			
		<input type="checkbox"/> the aggregate value and mean value of the dwellings for both existing use value (social housing) and market value, and			

		<p>☐ percentage of homes that are vacant and that are tenanted.</p>			
		<p>Information to be published at a general level:</p>			
		<p>☐ an explanation of the difference between the tenanted sale value of homes within the Housing Revenue Account and their market sale value, and</p>			
		<p>☐ an assurance that the publication of this information is not intended to suggest that tenancies should end to realise the market value of properties.</p>			
		<p>Other residential tenanted properties that the authority may hold within their General Fund are excluded from this specific dataset, as is information on other building assets or land that local authorities hold within their Housing Revenue Account.</p>			
Grants to voluntary, community and social enterprise organisations	Annual publication	<p>Publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:</p>	<p>Published on website annually by a separate list or register</p>	CBSS	<p>Website - https://www.york.gov.uk/info/20168/information_management/1066/grants_to_voluntary_community_and_social_enterprise_organisations</p>

		☐ 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	n/a		
		☐ by publishing a separate list or register.	published		
		For each identified grant, the following information must be published as a minimum:			
		☐ date the grant was awarded	published		
		☐ time period for which the grant has been given	published		
		☐ local authority department which awarded the grant	published		
		☐ beneficiary	published		
		☐ beneficiary's registration number	published		
		☐ summary of the purpose of the grant	published		
		☐ amount	published		
Organisation chart	Annual publication	Publish an organisation chart covering staff in the top three levels		CBSS	On the council web site under open data
		☐ grade			On the council web site under open data
		☐ job title			On the council web site under open data
		☐ local authority department and team			On the council web site under open data
		☐ whether permanent or temporary staff			On the council web site under open data

		☑ contact details			On the council web site under open data
		☑ salary in £5,000 brackets, consistent with the details published for Senior Salaries			On the council web site under open data
		☑ salary ceiling (the maximum salary for the grade).			On the council web site under open data
Trade union facility time	Annual publication	Publish the following information:		CBSS	
		☑ total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives)			On the council web site under open data
		☑ total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties			On the council web site under open data
		☑ names of all trade unions represented in the local authority			On the council web site under open data
		☑ 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			On the council web site under open data

		<p>☒ 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>			On the council web site under open data
Parking Account	Annual publication	<p>Publish on their website, or place a link on their website to this data published elsewhere:</p>	published 2014/15 annual report including spaces	CBSS	https://data.yorkopenata.org/dataset/parking-report
		<p>☒ 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</p>			
		<p>☒ a breakdown of how the authority has spent a surplus on its parking account.</p>			
Parking Spaces	Annual publication	<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>	published 2014/15 annual report including spaces	CBSS	https://data.yorkopenata.org/dataset/parking-report

Senior Salaries	Annual publication	Local authorities must place a link on their website to the following data or must place the data itself on their website:		CBSS	
		☑ 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	Annual publication	Local authorities must publish their Constitution on their website.		CBSS	http://democracy.york.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12830&path=0&wb48617274=06D9ACDB

Pay multiple	Annual publication	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:		CBSS	
		<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.			
Fraud	Annual publication	Publish the following information:	All data published @ 31/12/14	Veritau	York Open Data site

		☑ number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers	All data published @ 31/12/14	Veritau	York Open Data site
		☑ total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud	All data published @ 31/12/14	Veritau	York Open Data site
		☑ total number (absolute and full time equivalent) of professionally accredited counter fraud specialists	All data published @ 31/12/14	Veritau	York Open Data site
		☑ total amount spent by the authority on the investigation and prosecution of fraud	All data published @ 31/12/14	Veritau	York Open Data site
		☑ total number of fraud cases investigated.	All data published @ 31/12/14	Veritau	York Open Data site
Waste Contracts	One -off publication	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.			