

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## Publication of Supporting Documents Policy

**Date of adoption: 26<sup>th</sup> October 2021**

**Date of next review: October 2024**

- 1 This is the policy for the publication of supporting documents (documents in this context means all supporting information in whatever form this might be, i.e. spreadsheets, email, MS Word, Adobe pdfs, etc.)
- 2 Bingley Town Council complies with the Local Government Transparency Code 2015 that applies to all councils. This code has differing provisions for different size councils. For councils with turnover above £200,000, such as Bingley Town Council, the code is silent on the issue of agendas and supporting papers unlike the code for smaller authorities with a turnover under £25,000 which states that: 'Smaller authorities should also publish meeting agendas, which are as full and informative as possible, and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.'
- 3 An extract from the Local Government Transparency Code states that 'The British Government issued this code to meet the Government's 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.'
- 4 Another extract states 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 The Local Government Transparency Code defines data as follows: "Data' means the objective, factual data, on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery. This should be the basis for publication of information on the discharge of local authority functions.'
- 6 The Local Government Transparency Code goes on to say 'Therefore, 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 (e.g. protecting vulnerable people or commercial and operational considerations) to doing so. It encourages local authorities to see data as a valuable resource not only to themselves, but also their partners and local people.'
- 7 Bingley Town Council agrees that transparency is key to the success of any council and wishes to make all information that it possibly can available to the public in order that its decision making is as open and transparent as possible and has resolved to agree to place supporting documents for each meeting on the Town Council's website to ensure residents can read them prior to meetings, unless the Town Clerk, in consultation with the Chair, deems that there are specific sensitivities to doing so.
- 8 The Town Clerk shall take such steps to ensure that the sensitivities referred to above in (6) are addressed either by sufficient redaction or by taking a decision, in consultation with the Chair, to not publish the document.