



Transparency of Information Policy

Introduction

Transparency is about being open and honest with residents, including children and young people, and other members of the public about the way we work and the information we use to deliver services and perform as an organisation.

Background and context to the Transparency of Information Policy

The government published a [White Paper on Open Public Services](#) in 2011. The White Paper proposed ways to make public bodies more transparent and accountable. Many of the policy proposals have been legislated for through the [Localism Act 2011](#) and progressed through the government's [Open Public Services Programme](#)

One of the main ambitions of open public services is that the public should be able to hold public bodies to account about the services they provide. To do this, people need information about what decisions are being taken, and how public money is being spent.

Aims of the policy

Achieving for Children will:

- make public data¹ and information², used to discharge the functions of Achieving for Children, available and easily accessible to residents and other members of the public. This applies to all data and information that Achieving for Children processes on behalf of the Councils.

Objectives of the policy

To ensure:

- that the publication of information and data is produced in a timely manner in a way that is easily accessible and clear to understand and use

¹ 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.

² Facts provided or learned about something or someone

- that availability of information is promoted and publicised so that residents and other members of the public know when and how to access it
- that provision of public data is integral to engagement with residents so that it drives accountability
- that public data 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
- that Achieving for Children abides by the Freedom of Information Act 2000 requirement to regularly publish a publication scheme
- that public data is as accurate as possible at first publication, where errors in public data are discovered, or files are changed for other reasons (such as omissions), Achieving for Children will publish revised information making it clear where and how there has been an amendment
- that Achieving for Children will comply with the law on data protection, and not release data that contravenes the Data Protection Act 1998 or sections 100A, 100B or 100F Local Government Act 1972

Implementing the policy

We will do this by:

1. providing information to the London Borough of Richmond Upon Thames and Royal Borough of Kingston Upon Thames to form part of DataRich and the Kingston Data Observatory (key information hubs)
2. building and maintaining an inventory of the public data Achieving for Children hold so that residents and other members of the public know what is available to them, this will be published on the Achieving for Children website.
3. publishing information about Achieving for Children services and spending, including as a minimum:
 - expenditure over £500, (including costs, supplier and transaction information³);
 - senior employee salaries⁴, names (with the option for individuals to refuse to consent for their name to be published), job descriptions, responsibilities, budgets and numbers of staff.

³ This will be records of invoices from SAP - Achieving for Children's finance system

⁴ Senior employee salaries' is defined as all salaries which are above £58,200 and above (irrespective of post)

- an organisational chart of the staff structure including salary bands and details of vacant posts
 - the 'pay multiple', the ratio between the highest paid salary and the median average salary of Achieving for Children's workforce
 - executives allowances and expenses
 - copies of contracts and tenders to businesses and the voluntary community and social enterprise sector
 - clearly itemised and listed information on grants to the voluntary community and social enterprise sector
 - policies, performance, external audits and key inspections and key indicators on the authorities' fiscal and financial position
4. publishing public data in one easy to find location on our website, with clear advice on the source and timeliness of the subject and under a licence which allows easy re-use
 5. publishing information on services we commission over £50,000, ensuring that all non-commercially sensitive information is freely available

Roles and responsibilities for implementing, monitoring and reviewing

1. The Achieving for Children Management Board are responsible for ensuring that Achieving for Children are operating with a legal and contractual framework.
2. The Achieving for Children Chief Executive has overall responsibility for transparency within the organisation and for ensuring the publication of data and information about Achieving for Children's services and spending. This includes data and information processes on behalf of the Councils.
3. The Director for Standards and Improvement has overall responsibility for ensuring that data and information is shared with the Councils so they can publish it on DataRich and the Kingston Data Observatory.
4. The Achieving for Children Joint Committee will be expected to provide challenge to ensure that that Achieving for Children Board and Chief Executive are fulfilling their roles effectively.
5. This policy will be reviewed on 1 April 2016 by Achieving for Children's policy team to judge its effectiveness, or updated sooner in accordance with changes in legislation.

Date created	24 January 2014
Signed by:	Ian Dodds, Director of Standards and Improvement - 24 January 2014 David Groves, Chair Achieving for Children Board - 6 February 2014
Equality Analysis completed (yes/no):	Not applicable