

Ebbsfleet Development Corporation – Transparency Policy

1. Background

1.1 Government has made a commitment for transparency to extend to 'every area of public life', including Arm's Length Bodies (ALBs).

1.2 Through this policy the Ebbsfleet Development Corporation (EDC) makes an explicit commitment to openness in its activities. There will be a presumption in favour of routine disclosure of organisational information, subject to commercial and security concerns.

1.3 This policy addresses not only the release of the datasets required by MHCLG and Government, but also transparency on the role and responsibilities of the EDC, its staffing, how it is governed and how decisions are made, financial information, performance and risk, planning data and how to contact the EDC or complain about its activities.

2. Information the Corporation will publish

2.1 EDC information will be published using two main channels

- on the Corporation's website www.ebbsfleetdc.org.uk; and
- within the Corporation's Annual Report and Accounts

2.2 Information that will be routinely published is as follows:

2.21 EDC role and responsibilities

- A summary of the purpose of the EDC and what the Corporation is mandated to deliver
- The Corporation's current Corporate Plan and a summary of the Corporation's latest annual Business Plan

2.22 Staffing

- Within the Annual Report and Accounts (Remuneration and staff section) the EDC will publish:
 - the names of EDC Directors
 - the number of staff in post
 - fair pay information
 - off payroll disclosures

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2.23 Governance and Decision Making

- Key governance documents including the EDC Framework Document and the EDC Board Terms of Reference
- EDC Board Composition – the names, biographies and register of interests of the EDC’s Board Members
- EDC Planning Committee – the names and register of interests of the EDC’s Planning Committee members
- Board Operations – the dates, locations, agendas and minutes of Board meetings (Part I), and the Part I papers of Board meetings
- Planning Committee minutes
- Appointments – publication of candidate packs and details of how to apply for all permanent EDC vacancies

2.24 Financial Information

- The annual audited financial statements and annual reports
- Monthly income and expenditure reports (by way of links to the Board papers)
- All individual items of expenditure over £250 (in line with MHCLG/HMT guidance) will be published monthly within 2 months of the end of the month in which the expenditure was incurred

2.25 Performance and Risk

- Performance against EDC key performance indicators as set by the EDC Board and DCLG as sponsor department (annually)
- Statutory planning performance data (annually)
- Key corporate risks – set out in the annual Business Plan

2.26 Planning Applications and Decisions

- With specific reference to the EDC as a Local Planning Authority, a public register of planning applications will be maintained, linked via the EDC website. The planning register will contain all of the documents submitted by an applicant for a planning application with the personal contact details of the applicant / agent redacted. All comments received, including those from local residents, as part of the consultation process for a planning application will be posted online and form part of the public register.

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- Following the planning decision, the planning report and any associated planning conditions or refusal reasons will also be available to view in the final decision notice.
- The planning sections of the website will include historical as well as live applications together with relevant development plan documents, although some historical data will be via links to the Gravesham and Dartford borough council websites.
- Matters relating to enforcement cases (aside from the final enforcement notice) and pre-application discussions with developers and landowners are confidential and so will not be in the public domain

2.27 Contact and Complaints

- Where to find us and how to get in touch – contact details of the EDC
- Details of how the Corporation can be contacted, including for compliments or complaints
- How to get involved – Garden City surveys, consultation exercises and other engagement mechanisms will be advertised and/or linked to from our website
- EDC Public Questions – responses to public questions received for the EDC Board will be published on the morning of each Board meeting
- Freedom of Information requests – process and timelines for requesting information

3. Information Principles and Data Handling

3.1.1 The information the Corporation publishes will be:

- Accessible (well signposted) and in a format that is easy to understand and work with;
- Relevant to the needs of different audiences;
- Made available as soon as possible;
- Put in context and explained; and
- Proportionate.

3.2 Data handling and publication formats

- The EDC will protect personal data and comply with the Data Protection Act and General Data Protection Regulations (GDPR)
- Where possible, data will be published in a reusable format to assist users with searching/copying/pasting and generally being able to make use of the data.

4. **Publication Scheme**

- The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. The Corporation's Publication Scheme is published on the EDC's website.