

Local Authority Online Publication Checklist

| ITEM FOR PUBLICATION | WHEN TO PUBLISH | X |
| --- | --- | --- |
| Councillors’ donation statements | February of each year |  |
| Councillors’ annual ethics declarations  | March of each year |  |
| Local authority’s annual report | July of each year |  |
| Local authority’s annual budget | November-January each year |  |
| Annual report on protected disclosures (whether in the local authority’s annual report, on a July-June basis on the local authority’s protected disclosures webpage, or otherwise) | Annually  |  |
| Audited financial statements  | Annually, as soon as available |  |
| Ordinary council meeting agendas | Monthly (prior to meeting) |  |
| Ordinary council meeting minutes  | Monthly  |  |
| Other meeting agendas (special meetings, strategic policy committees, area committees, Local Community Development Committee) | Quarterly (prior to meeting)[[1]](#footnote-1) |  |
| Other meeting minutes (special meetings, strategic policy committees, area committees, Local Community Development Committee) | Quarterly[[2]](#footnote-2) |  |
| A list of all purchase orders raised for goods and services over €20,000 | Quarterly |  |
| Reports on councillor expenses and payments | Quarterly |  |
| Chief Executive’s diary  | Quarterly |  |
| A complete list of ‘Designated Public Officials’, including either a list of councillors or an explanation and link to the list of councillors | As updated  |  |
| Information on the names, affiliations and appointment processes for strategic development committees and the Local Community Development Committee) | As updated |  |
| Comprehensive protected disclosures policy and procedures  | As updated |  |
| Comprehensive information on procurement policies  | As updated |  |
| Risk management or alert plan, addressing corruption and fraud risks  | As updated  |  |
| Written motions submitted by Councillors on city and/or county development plans  | During development planning phase |  |
| Written submissions and observations submitted by the public on city and/or county development plans  | During development planning phase |  |
| Written motions submitted by Councillors on local area development plans  | During development planning phase |  |
| Written submissions and observations submitted by the public on local area development plans  | During development planning phase |  |
| Comprehensive information on current tender competitions and contracts awarded (via a link to eTenders on the local authority’s procurement pages) | One-off |  |

1. Or more often, if meetings occur more frequently than on an quarterly basis [↑](#footnote-ref-1)
2. Or more often, if meetings occur more frequently than on an quarterly basis [↑](#footnote-ref-2)