

## ANNEX 1: SAMPLE OF INDICATORS OF THE BTI INDEX

Indicator 0: Does a transparency portal exist?

The purpose of this question is to determine whether the municipality under analysis has a portal or information disclosure sector dedicated to compliance with the Transparency Act and its various items (This question is purely for informational purposes).

		Score (only aclaratory)
Possible answers	No	0
	Yes	1

### Area A: Institutional and Organizational Information

Indicator 1: Additional information of interest to citizens is published.

Any other public information considered to be of interest to citizens is included. Information to which access is most frequently requested should be included.

	Degree	CONDITIONS	SCORE	IDENTIFICATION COLOUR
<b>COMPLIANCE</b>	NO	Nothing is published in this respect.	0	Purple
	SI	The most frequently requested information is published.	3	Green

Indicator 2: Functions that are developed

The functions of the municipalities must be published, in accordance with the provisions of article 9 of Law 5/2010, of Local Autonomy of Andalusia, according to the scale proposed in article 26 of Law 7/1985, of April 2, regulation of the Bases of the Local Regime, after the modifications contained in Law 27/2013, of December 27, of rationalization and sustainability of the Local Administration. (See table) Reference should be made to the functions of the instrumental entities.

Municipalities with more than 20,000 inhabitants	Municipalities with more than 50,000 inhabitants
· Street lighting	· Street lighting
· Graveyard	· Graveyard
· Waste collection	· Waste collection
· Street cleaning	· Street cleaning
· Household drinking water supply	· Household drinking water supply
· Sewer	· Sewer
· Access to population centers and paving of public roads	· Access to population centers and paving of public roads
· Public park	· Public park
· Public library	· Public library
· Waste treatment	· Waste treatment
· Civil protection	· Civil protection
· Evaluation and information of situations of social need and immediate attention to people in a situation or at risk of social exclusion.	· Evaluation and information of situations of social need and immediate attention to people in a situation or at risk of social exclusion.l
· Fire prevention and suppression	· Fire prevention and suppression
· Sports facilities for public use	· Sports facilities for public use
	· Urban public passenger transportation
	· Urban environment

	DEGREE	CONDITIONS	SCORE	IDENTIFICATION COLOUR
<b>COMPLIANCE</b>	NO	Nothing is published in this respect.	0	Purple
	SI	The functions of the City Council are published.	2	Yelow

	FULL COMPLIANCE	The functions performed by the instrumental entities are published.	3	Green
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Indicator 3: Applicable regulations

The legal framework of the city council and its instrumental entities should be published, as well as full access to the content of said regulations.

The following are understood to be the council's own legal system:

- Regulations
- Ordinances
- RD 2568/1986, of November 28, 1986, which approves the Regulations on the Organization, Operation and Legal Regime of Local Entities.
- Law 5/2010, of June 11, of Local Autonomy of Andalusia.
- Law 27/2013, of 27 December, on the rationalization and sustainability of the Local Administration.
- Law 7/1985, of April 2, 1985, regulating the Bases of the Local Regime.
- Royal Legislative Decree 781/1986, of April 18, which approves the revised text of the current legal provisions on Local Government.
- Organic Law 2/2012, of April 27, 2012, on Budgetary Stability and Financial Sustainability.
- Royal Legislative Decree 2/2004, of March 5, 2004, approving the revised text of the Law Regulating Local Treasuries.
- Royal Decree 1690/1986, of July 11, 1986, approving the Regulations on Population and Territorial Demarcation of Local Entities.
- Royal Decree 3426/2000, of December 15, 2000, regulating the procedure for the demarcation of municipalities belonging to different Autonomous Communities.
- Royal Decree 1732/1994, of July 29, 1994, on the provision of jobs reserved for local administration officials with national qualifications.
- Order of June 3, 1986, developing Royal Decree 382/1986, of February 10, 1986, which creates, - organizes and regulates the operation of the Registry of Local Entities.
- Royal Decree 1372/1986, of June 13, 1986, approving the Regulations of Property of Local Entities.
- Decree of June 17, 1955, approving the Regulations of Services of Local Corporations.
- Royal Decree 861/1986, dated April 25, 1986, which establishes the remuneration system for Local Administration civil servants.
- Royal Decree 1174/1987, of September 18, 1987, which regulates the legal regime of Local Administration civil servants with national qualification.
- Royal Decree 896/1991, of June 7, 1991, which establishes the basic rules and minimum programs to which the selection procedure for Local Administration civil servants must conform.

<b>COMPLIANCE</b>	No compliance	No plan or programme is published.	0	Purple
	Low	A list of regulations is published:  Outdated  No access to content	1	Red
	Moderate	A list of regulations is published:  Updated  Sin acceso al contenido  No access to content  Access only to several elements	2	Yellow
	High	A list of regulations is published:	3	Green
		Updated  With full access to the contents  Access to all elements		

Indicator 4: Organizational Structure: Identification of the persons responsible for the administrative units, updated organization chart identifying the persons responsible for the different bodies and their profile and professional background, information on instrumental entities and profile and professional background of senior managers.

An updated organization chart of the City Council must be published, a list identifying the persons responsible for the administrative units, the identification of the "persons responsible for the different bodies" is required, being understood as the persons responsible for the different areas of operation of the City Council, all the personnel coming from the instrumental entities must be included and the profile and professional trajectory of the persons responsible who hold the consideration of high office must be included, in accordance with Law 3/2015, of March 30, regulating the exercise of senior positions in the General Administration of the State, or have the status of senior manager, in accordance with the provisions of Royal Decree 451/2012, of March 5, which regulates the

remuneration system for senior managers and executives in the public business sector and other entities.

	DEGREE	CONDITIONS	SCORE	IDENTIFICATION COLOUR
<b>COMPLIANCE</b>	No compliance	Nothing related is published.	0	Purple
	Low	Only one organization chart is published Information on instrumental entities is not published.	1	Red
	Moderate	An updated organization chart is published  The identification of the persons in charge of the different bodies or administrative units is published.  Information on instrumental entities is not published.  The profile and professional trajectory of the heads of the different bodies is not published.  The profile and professional trajectory of senior management is not published.	2	Yellow
	High	An updated organization chart is published	3	Green

	<p>The identification of the persons in charge of the different bodies is published.</p> <p>The identification of the persons in charge of the administrative units is published.</p> <p>Information on instrumental entities is published.</p> <p>The profile and professional trajectory of the heads of the different bodies is published.</p> <p>Profiles and professional trajectory of senior management are published.</p>	
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**Indicator 5: Inventory of immovable and movable property.**

An inventory should be published of the real estate owned by the public administration or on which it has rights, in accordance with the information contained in the Information Centre for Inventoriable State Assets.

	Degree	Conditions	Score	Identification colour
Compliance	Non-existent	No data are published.	0	Purple
	Low	A list of immovable and movable property is published. No information is provided on instrumental agencies No descriptions are given. The location of the property is not specified. The time during which the Administration has owned the property is not specified.	1	Red
	Moderate	A list of immovable and movable property is published. No information is provided on instrumental agencies Descriptions are given. The location of the property is not specified. The time during which the Administration has owned the property is not specified.	2	Yellow
	High	A list of immovable and movable property is published. Information is provided on instrumental agencies Descriptions are given. The location of the property is specified. The time during which the Administration has owned the property is specified.	3	Green

## Area B: Information on Senior Officials and Persons Exercising the Highest Levels of Responsibility

Indicator 6: Compensation received, if any, upon termination of employment.

The compensation received by senior officers and senior managers upon leaving office should be disclosed. This includes those that correspond to those who have left office when the budget year has already begun and during the time they have held the status of senior officer or senior manager. The same information must be published for instrumental entities.

	DEGREE	CONDITIONS	SCORE	IDENTIFICATION COLOUR
<b>COMPLIANCE</b>	NOT COMPLIED	Nothing is published in this regard.	0	Purple
	IS FULFILLED	The compensation received by senior officials of the City Council is published.	2	Yellow
	TOTAL COMPLIANCE	The compensation received by senior officials of the City Council and instrumental entities is published.	3	Green

Indicator 7: Annual statements of assets and activities of local political representatives.

Annual statements of the assets and activities of local political representatives (the Mayor and the councilors, both in government and in the opposition) should be published. This publication should consist of the statement of any income-generating activity, together with a statement of assets and of shareholdings in companies of all types. These statements must be recorded in the Register of Activities and in the Register of Assets. These obligations are stipulated in Law 7/1985, on Local Government.

	Degree	Conditions	Score	Identification Colour
Compliance	No compliance	Nothing is published in this respect.	0	Purple
	Full compliance	The annual statements of assets and activities of local political representatives are published.	3	Green

## Area C: Information on Planning and Evaluation

Indicator 8: Annual and multiannual plans and programmes, detailing specific objectives: activities, resources and estimated time required for goals to be achieved; degree of achievement and results: evaluation and periodic publication, together with the indicator and assessment parameters.

All of the local authority's plans and current programmes should be published. Plans and programmes are defined as documents, whatever their formal denomination, setting out the government's objectives, when:

1. They refer to operational objectives, i.e., specific, measurable objectives to be achieved as the result of an activity performed by the government agency in the exercise of its powers.
2. These documents have been approved pursuant to a legal instruction or in accordance with the decision of the competent body. A full list of such documents should be published and complete access to their content enabled.

A specific description should be published of the plans and programmes for activities or actions, and the means and resources needed for their implementation should be defined.

A series of indicators, identified within the plan itself, should be published. These indicators should enable the analyst to assess the degree of compliance of the actions to be carried out within the plan or programme.

	Degree	Conditions	Score	Identification Colour
Compliance	Non-existent	No plan or programme is published.	0	Purple
	Low	Only the obligatory General Urban Development plan (PGOU) is published. Plans or programmes are published but not updated. Activities, resources and estimated time required are not specified. Indicators to evaluate compliance with plans or programmes are not published.	1	Red
	Moderate	Plans or programmes are published and updated. Activities, resources and estimated time required are specified. Indicators to evaluate compliance with plans or programmes are not published.	2	Yellow
	High	Plans or programmes are published and updated. Activities, resources and estimated time required are specified. Indicators to evaluate compliance with plans or programmes are published.	3	Green

#### Area D: Information of Judicial Relevance

Indicator 9: Reports on the degree of compliance and quality of public services, surveys on equipment and the cost of services, as well as available information that allows for their evaluation. Statistical information should be published that allows the degree of compliance and quality of public services to be assessed. This is defined by each Administration and should not be carried out for this sole purpose. It should be carried out on activities of administrative ownership that consist of providing services to citizens. Surveys on equipment should be published. The cost of public services should be published.

	Degree	Conditions	Score	Identification colour
<b>Compliance</b>	Non-existent	Nothing is published in this regard.	0	Purple

	Low	One of the three points defining the item is published.	1	Red
	Moderate	Two of the three items to be published are published.	2	Yellow
	High	The three points that define the item are published.	3	Green

Indicator 10: Directives, instructions, decisions and circulars.

Within one month of their adoption, a complete list of directives, instructions, decisions, circulars, legislative resolutions or other documents with similar characteristics that have not previously been published, or which have legal effects on third parties, must be published.

	Degree	Conditions	Score	Identification Colour
Compliance	No compliance	Nothing in this respect is published.	0	Purple
	Low	Legislative resolutions are published within one month of their adoption. The content of decisions is not published.	1	Red
	Moderate	Legislative resolutions are published within one month of their adoption. The content of decisions is published in part, or only in some cases.	2	Yellow
	High	Legislative resolutions are published within one month of their adoption. The content of decisions is published in full and in every case.	3	Green

Indicator 11: Responses to queries from individuals or other bodies, as well as existing court decisions, to the extent that they involve an interpretation of the law or have legal effects.

Responses to queries raised by individuals or other bodies should be published within one month of their adoption, insofar as they involve an interpretation of the law that has not previously been published, or have legal effects vis-à-vis third parties. A complete list of consultations and access to documentation, if applicable, must be published.

	DEGREE	CONDITIONS	SCORE	IDENTIFICATION COLOUR
COMPLIANCE	NO SE NOT COMPLIED	Nothing is published in this regard.	0	Purple
	IS FULFILLED	Consultations are published and documentation can be accessed, if applicable.	3	Green

Indicator 12: The draft regulations for which they are responsible for initiating shall be made public at the time they are submitted to the public hearing or public information process, as the case may be.

A complete list of regulations must be published, once they have been submitted to the advisory bodies, without considering for this purpose the submission of those regulations to any other territorial public administration. The date of the first referral shall be taken as a reference when the receiving body is aware of it. In those cases in which the referral to advisory bodies does not take place, the publication will be made at the moment in which they are published in the relevant official gazette. The full content of the documents must be accessible.

	Degree	CONDitions	Score	Identification colour
Compliance	Non-existent	No data is published.	0	Purple
	Low	Draft regulations are published. Deadlines are not taken into account. No information is provided.	1	Red
	Moderate	Draft regulations are published. The established deadlines are taken into account. The content of the documentation cannot be provided in a partial or limited way.	2	Yellow
	High	Draft regulations are published. The established deadlines are taken into account. It is possible to access the content of the documentation..	3	Green

Indicator 13: the opinion of the Economic and Social Council of Andalusia and the opinion of the Advisory Council of Andalusia.

The opinions of the Economic and Social Council of Andalusia and the opinion of the Advisory Council of Andalusia must be published. A description of the file to which it belongs should be made, in case it is published separately. Access to the full content of the opinions should be provided..

	Degree	Conditions	Score	Identification colour
Compliance	Non-existent	No data is published.	0	Purple
	Low	Opinions are published. No description of the file is made. No information is provided.	1	Red
	Moderate	Opinions are published. The description of the file is made. The content of the documentation cannot be provided in a part, or only in some cases.	2	Yellow

	High	Opinions are published. The description of the file is made. The content of the documentation is provided.	3	Green

Indicator 14: Documents that, in accordance with the sectoral legislation in force, must be subject to a public information period during their processing.

The information must follow the regulations that are available according to the area to which it belongs. The complete content of the document must be provided.

	Degree	Conditions	Score	Identificative colour
Compliance	Non-existent	No data is published.	0	Purple
	Low	Some of the documents that must be submitted to a period of public information are published. The content of the documentation cannot be provided or it can be provided in a part or only in some cases.	1	Red
	Moderate	The documents that must be submitted to a period of public information are published. The content of the documentation cannot be provided or it can be provided in a part or only in some cases.	2	Yellow
	High	The documents that must be submitted to a period of public information are published. The content of the documentation is provided.	3	Green

### Area E: Information on Contracts, Agreements and Grants

Indicator 15: All contracts: purpose, duration, the amount of the tender and the award, the procedure used for the conclusion of the contract, the instruments through which, where appropriate, the contract was advertised, the number of tenderers participating in the procedure and the identity of

successful tenderer. In addition, the modifications and extensions of the contract and the indication of the procedures that have been abandoned, the assumptions of termination of the contract or declaration of nullity, as well as cases of possible price revisions and assignment of contract must be included. Likewise, decisions to withdraw and renounce contracts and subcontracts that are carried out with mention of the successful tenderers will be published. Existence of a contractor profile.

information on all contracts is required and will be obtained from the Public Sector Contracting Platform regulated in article 334 of the Revised Text of the Public Sector Contracts Act, approved by Royal Legislative Decree 3/2011, of 14 of november. The following information should be published:

- Purpose
- Duration
- Tender and award amounts
- Procedure used for the conclusion of the contract
- Instruments through which it has been advertised
- Number of tenderers participating
- Identity of the successful tenderer
- Modifications and extensions of contracts
- No awards procedures
- Termination and nullity of contracts
- Withdrawal and renunciation contracts
- Subcontracting with mention of the person awarded the contract

A link to the Contract Register must be included. Information on Minor Contracts may be provided on a quarterly period. Full access to existing documentation must be available. Information on instrumental entities must also be published. There must be a Contractor Profile section on the website.

	Degree	Conditions	Score	Identification colour
Compliance	Non-existent	No data is published.	0	Purple
	Low	A list of contracts is published. The purpose and the duration are provided. The amounts of the tender and award, the procedure used to hold it, or the instruments through which it has been advertised are not published. Number of participating tenderers and the identity of the successful tenderer are not provided. Modifications and extensions are not provided. Desert procedures are not provided. Resolutions and nullity are not provided. Price revisions and assignment of contracts are not published. No withdrawals or resignations are published. Subcontracts are provided. No link to contract registration included. No information on minor contracts is provided. Information on instrumental entities is not published. There is no Contractor Profile portal. Full access to documentation is not available.	1	Red
	Moderate	A list of contracts is published. The purpose and the duration are provided. The amounts of the tender and award, the procedure used to hold it, or the instruments through which it has been advertised are published. Number of participating tenderers and the identity of the successful tenderer are not provided. Modifications and extensions are provided. Desert procedures are not provided. Resolutions and nullity are not provided. Price revisions and assignment of contracts are not published. Withdrawals or resignations are published. Subcontracts are not provided.	2	Yellow

		No link to contract registration included. Information on minor contracts is provided. Information on instrumental entities is not published. There is a Contractor Profile portal. Full access to all documentation is not available.		
	High	A list of contracts is published. The purpose and the duration are provided. The amounts of the tender and award, the procedure used to hold it, or the instruments through which it has been advertised are published. Number of participating tenderers and the identity of the successful tenderer are provided. Modifications and extensions are provided. Desert procedures are provided. Resolutions and nullity are not provided. Price revisions and assignment of contracts are published. Withdrawals or resignations are published. Subcontracts are provided. Link to contract registration is included. Information on minor contracts is provided. Information about municipal agencies is published. There is a Contractor Profile portal. Full access to all documentation available.	3	Green

Indicator 16: The nature of the agreements signed: signatories, purpose, duration, changes made, persons required to provide the benefits stipulated and, where appropriate, the financial obligations agreed upon.

A full list of the agreements entered into by the City Council and its agencies, where appropriate, should be published, containing the following information:

- Signatories
- Purpose
- Duration
- Modifications made
- Persons required to provide the benefits stipulated (if any).
- Financial obligations agreed upon (if any).
- Details of municipal agencies involved.
- Full access to all documentation available.

	Degree	Conditions	Score	Identification colour
Compliance	No compliance	Nothing in this respect is published.	0	Purple
	Low	A list of agreements is published. The purpose, signatories and the duration are specified. Any modifications made are not detailed. Neither the persons required to provide the benefits nor the financial obligations agreed upon, if any, are identified. No information about municipal agencies is provided. Full access to the documentation is not provided.	1	Red
	Moderate	A list of agreements is published. The purpose, signatories and the duration are specified. Any modifications made are detailed.	2	Yellow

		The persons required to provide the benefits, and the financial obligations agreed upon, if any, are identified. No information about municipal agencies is provided. Full access to the documentation is not provided.		
	High	A list of agreements is published. The purpose, signatories and the duration are specified. Any modifications made are detailed. The persons required to provide the benefits, and the financial obligations agreed upon, if any, are identified. Information about municipal agencies is provided. Full access to the documentation is provided.	3	Green

Indicator 17: Management assignments: purpose, budget, financial obligations and subcontracting carried out (mention of the persons awarded and the procedure followed for the award and the amount of the award).

A complete list of the management assignments that the City Council has subscribed to be published. The following information must be published:

- Purpose
- Budget
- Financial obligations agreed
- Subcontracting carried out
- Persons awarded the contract
- Procedure followed for the award
- Amount of the award

Information must be provided for the instrumental entities. Full access to all documentation must be provided.

	Degree	Conditions	Score	Identification colour
Compliance	Non-existent	Nothing in this respect is published.	0	Purple
	Low	A list of management assignments is published. The purpose is specified. The budget and agreed financial obligations are not provided. Information on subcontracting, if there is, is not provided. No information about municipal agencies is provided. Full access to the documentation is not provided.	1	Red
	Moderate	A list of management assignments is published. The purpose is specified. The budget and agreed financial obligations are provided. Information on subcontracting, if there is, is not provided. No information about municipal agencies is provided. Full access to the documentation is not provided.	2	Yellow
	High	A list of management assignments is published. The purpose is specified. The budget and agreed financial obligations are provided.	3	Green

		Information on subcontracting, if there is, is provided. Information about municipal agencies is provided. Full access to the documentation is provided.		
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Indicator 18: Subsidies and public aid granted: announcement or resolution of concession (exceptional subsidies), the programme and budget appropriation to which they are allocated, amount, objective, purpose and beneficiaries.

A complete list of the subsidies and public aid granted by the City Council and municipal agencies must be published, in accordance with the provisions of Law 38/2003, of 17 november, General Subsidies Act, which regulates the National Subsidies Database as the national system for publicising subsidies (<http://www.pap.minhap.gob.es/bdnstrans/es/index>). The following information must be published:

- Call for applications or resolution of concession (the latter for exceptional subsidies).
- Programme and budget appropriation to which it is allocated.
- Amount.
- Objective or purpose.
- Beneficiaries, after dissociation of personal data.

Full access to all available documentation should be provided.

	Degree	Conditions	Score	Identification colour
Compliance	non-existent	No data is published.	0	Purple
	Low	A list of subsidies and aid granted is published The purpose is provided. The beneficiaries are provided. The amount is provided. The call for applications is not provided. No indication of the programme or budget appropriation to which it is allocated. No information about municipal agencies is provided. Full access to the documentation is not provided.	1	Red
	Moderate	A list of subsidies and aid granted is published The purpose is provided. The beneficiaries are provided. The amount is provided. The call for applications is provided. No indication of the programme or budget appropriation to which it is allocated. No information about municipal agencies is provided. Full access to the documentation is not provided.	2	Yellow
	High	A list of subsidies and aid granted is published The purpose is provided. The beneficiaries are provided. The amount is provided. The call for applications is provided. Indication of the programme or budget appropriation to which it is allocated. Information about municipal agencies is provided. Full access to the documentation is provided.	3	Green

## Area F: Economic, Financial and Budget Information

Indicator 19: Budgets.

The Budgets of the City Council and municipal agencies should be published including the following elements:

- Description of the main budget items.
- Up-to-date and comprehensible information about your execution status.
- Adequate and understandable information on compliance with the objectives of budgetary stability and financial sustainability of public administrations. (Report prepared in accordance with the article 17.3 of Organic Law 2/2012, of 27 april, on Budgetary Stability and Financial Sustainability.
- On the other hand, according to article 44 of Law 5/2010, of 11 de june, on Local Autonomy of Andalusia, it establishes that “When the companies to which local administrations have attributed the management of services of general economic interest or have granted special or exclusive rights also carry out other activities, act on a competitive basis and receive any type of compensation for the public service, the shall be subject to the obligation to keep separate accounts, informations on the income and cost corresponding to each of the activities and on the allocation methods used, under the terms established by the state legislation and European law”.

Full access to all available documentation should be provided.

	Degree	Conditions	Score	Identification colour
Compliance	Non-existent	No data is published.	0	Purple
	Low	Budgets are published, but they are out of date. No description of the main budget items. No information on the state of implementation. No information on budget stability and financial sustainability targets is published. No information is provided for municipal agencies. There are no separate accounts for services managed by other entities (art. 44 Law 5/2010.) Full access to documentation is not provided.	1	Red
	Moderate	Up-to-date budgets are published. Description of the main budget items. No information on the state of implementation. No information on budget stability and financial sustainability targets is published. No information is provided for municipal agencies. There are no separate accounts for services managed by other entities (art. 44 Law 5/2010.) Full access to documentation is not provided.	2	Yellow
	ALTO	Up-to-date budgets are published. Description of the main budget items. Information on the state of implementation. Information is provided for municipal agencies. Information on budget stability and financial sustainability targets is published. Separate accounts are kept for services managed by other entities (art 44 Law 5/2010).. Full access to documentation is provided.	3	Green

Indicator 20: Annual accounts.

The following accounting documents should be published:

- Balance sheet.
- Income and expenditure results statement.
- Budget settlement.
- Annual report.

The latest financial statements approved and the annual accounts of all municipal agencies should be published. Full access to all available documentation should be provided.

	Degree	Conditions	Score	Identification colour
Compliance	No compliance	Nothing in this respect is published.	0	Purple
	Low	Annual reports are published, but they are out of date. Not all annual reports are published (only one or some of the accounts). The accounts of municipal agencies are not published. Full access to documentation is not provided.	1	Red
	Moderate	Up-to-date annual reports are published. Not all annual reports are published (only one or some of the accounts). The accounts of municipal agencies are not published. Full access to documentation is not provided.	2	Yellow
	High	Up-to-date annual reports are published. All annual reports are published The accounts of municipal agencies are published. Full access to documentation is provided.	3	Green