



Freedom of Information Act 2000

Information available from Corby Town Council under the Freedom of Information Act model publication scheme

Publishing datasets for re-use

As a public authority, we must publish under our publication scheme any dataset you hold that has been requested, together with any updated versions, unless we are satisfied that it is not appropriate to do so. So far as reasonably practicable, we must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and we are the only owner, we must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website and hard copy</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p> <p>Website</p> <p>Website and hard copy</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>
<p>Staffing structure</p>	<p>Website and hard copy</p>
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure,</p>	

procurement, contracts and financial audit) Current and previous financial year as a minimum	Website and hard copy
Statement of accounts and internal audit report in the format included in the Annual Return form	Website and hard copy
Finalised budget	Website and hard copy
Precept	Website and hard copy
Borrowing Approval letter	
All items of expenditure above £100	Website and hard copy
Financial Standing Orders and Regulations	Website and hard copy
Grants given and received	Website and hard copy
List of current contracts awarded and value of contract	
Members' allowances and expenses	Website and hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Annual governance statement in format included in the Annual Return form	Website and hard copy
Parish Plan	

Annual Report to Parish or Community Meeting	
Quality status	
Local charters drawn up in accordance with DLUHC's guidelines	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and hard copy
Agendas of meetings (as above)	Website and hard copy
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website and hard copy
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website and hard copy

Responses to consultation papers	Website and hard copy
Responses to planning applications	Website and hard copy
Bye-laws	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for 	Hard copy

information and operating the publication scheme)	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only.	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	
Assets register, including details of public land and building assets	Website and hard copy
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	
Register of members' interests	Website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	

Allotments	
Burial grounds and closed churchyards	
Community centres and village halls	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	
Markets	
Public conveniences	
Agency agreements	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	
Additional Information	
Information not itemised in the lists above	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. Information available from the Council website may be downloaded at no charge. A charge of up to £25 will be made for each telephone/written request to cover administration costs incurred.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Adopted : October 2022
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