



Highley Parish Council – Freedom of Information Publication Scheme (2026 Update)

To be adopted at the Full Council Meeting – 12 May 2026

1. Introduction

Highley Parish Council is committed to openness, transparency and accountability. Under the **Freedom of Information Act 2000 (FOIA)**, all public authorities must adopt the **ICO Model Publication Scheme** and publish information proactively.

From the uploaded document:

“You must adopt the model scheme in full, unedited and promoted alongside the guide to information.”

This policy sets out how Highley Parish Council meets its obligations and how the public can access information we routinely publish.

2. Commitment to the ICO Model Publication Scheme

Highley Parish Council adopts the **ICO Model Publication Scheme (2008, updated)** in full. We will:

- Publish information in accordance with the scheme
- Make information easy to identify and access
- Publish a **Guide to Information** showing what we make available, how to access it, and any associated costs
- Review the scheme and guide annually

Failure to publish in accordance with the scheme constitutes a breach of FOIA.

3. Information We Publish

The Council publishes information under the seven classes defined by the ICO:

Class 1 – Who We Are and What We Do

Organisational structure, councillor details, committees, contact information, office location and staffing structure.

Class 2 – What We Spend and How We Spend It

Financial statements, budgets, precept, audit reports, expenditure over £100, contracts, grants, and financial regulations.

Class 3 – What Our Priorities Are and How We Are Doing

Annual Governance Statement, annual reports, strategic documents, and relevant impact assessments.

Class 4 – How We Make Decisions

Meeting schedules, agendas, minutes, reports, consultation responses, and planning comments.

Class 5 – Our Policies and Procedures

Standing orders, committee terms of reference, employment policies, equality policies, complaints procedures, FOI procedures, and data protection policies.

Class 6 – Lists and Registers

Asset register, members' interests, disclosure logs, and statutory registers.

Class 7 – The Services We Offer

Information about services such as allotments, recreational facilities, public assets, and community information.

The full table of information, as provided in your uploaded document, forms part of this policy and will be published on the Council's website.

4. Information We Do Not Publish

We will not publish information that:

- We do not hold
- Is exempt under FOIA or the Environmental Information Regulations (EIR)
- Contains personal data protected by UK GDPR
- Is archived, inaccessible or out of date
- Would be impractical or resource-intensive to prepare for routine release

From the uploaded document:

“The ICO expects you to make the information... unless you do not hold the information; the information is exempt... or its release is prohibited by another statute.”

Where information is held by another authority, we will signpost the public to the correct source.

5. Datasets and Re-Use

Where the Council holds datasets requested under FOIA, we will:

- Publish the dataset and any updated versions, unless inappropriate
- Publish in a format that is **capable of re-use**, where reasonably practicable
- Make datasets available under the **Open Government Licence**, unless another licence is required

From the uploaded document:

“You must publish... any dataset you hold that has been requested... in an electronic form that is capable of re-use.”

6. Accessing Information

Information is available:

- On the Council’s website: www.highleyparish.gov.uk
- Through Shropshire Council’s parish council directory
- By appointment at the Parish Office
- By written request to the Clerk

We aim to make information available electronically wherever possible.

7. Charges and Fees

Most information is available **free of charge**.

Where charges apply, they will be:

- **Clear, justified and minimal**
- Based on actual disbursement costs (e.g., printing, photocopying, postage)
- Notified to the applicant before information is provided

From the uploaded document:

“Information... should be readily available at a low cost or at no cost to the public.”

Schedule of Charges

- Black & white photocopying: **8p per sheet**
- Colour photocopying: **12p per sheet**
- Postage: **Royal Mail 2nd class (actual cost)**

No information will be released until payment is received.

8. Requests for Information Not in the Publication Scheme

Requests for information not routinely published will be handled as:

- **Freedom of Information requests** (FOIA)
- **Environmental Information requests** (EIR)
- **Subject Access Requests** (UK GDPR)

The Council will respond within the statutory timescales.

9. Review and Maintenance

Highley Parish Council will:

- Review the Publication Scheme and Guide to Information **annually**
- Update information as soon as practicable after changes occur
- Ensure compliance with FOIA, EIR, UK GDPR and the Transparency Code for Smaller Authorities

10. Adoption

This Freedom of Information Publication Scheme Policy is adopted by Highley Parish Council on:

12 May 2026 at the **Annual Meeting of the Parish Council.**