



Scottish Information
Commissioner
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Decision Notice 111/2026

Community Council Code of Conduct – failure to respond

Applicant: Anonymous

Authority: Highland Council

Case Ref: 202502272

Summary

The Applicant asked the Authority for information about the implementation of a censure and sanctions system for breaches of the Community Council Code of Conduct. The decision finds that the Authority failed to comply with the Applicant's requirement for review within the timescale set down by FOISA.

Background

1. The Applicant made an information request to the Authority on 19 September 2025.
2. The Authority responded to the information request on 17 October 2025.
3. On 20 October 2025, the Applicant wrote to the Authority requiring a review of its decision.
4. The Applicant did not receive a response to his requirement for review.
5. The Applicant wrote to the Commissioner on 11 December 2025, stating that he was dissatisfied with the Authority's failure to respond and applying to the Commissioner for a decision in terms of section 47(1) of FOISA.
6. The Commissioner determined that the application complied with section 47(2) of FOISA and that he had the power to carry out an investigation.

Investigation

7. Section 49(3)(a) of FOISA requires the Commissioner to notify public authorities of an application and to give them an opportunity to comment. The Commissioner did this on 28 January 2026.
8. The Commissioner received brief submissions from the Authority on 14 April and 12 May 2026. Those submissions are considered below.
9. The Authority indicated that due to staffing pressures it had been unable to respond timeously but it noted that it had since tasked a member of staff to review the request. However, it later confirmed that it had been unable to make progress and, at time of the investigation, it had not responded to the Applicant.
10. Section 21(1) of FOISA gives Scottish public authorities a maximum of 20 working days following the date of receipt of the requirement to comply with a requirement for review. Again, this is subject to qualifications which are not relevant in this case.
11. It is a matter of fact that the Authority did not provide a response to the Applicant's requirement for review within 20 working days, so the Commissioner finds that it failed to comply with section 21(1) of FOISA.
12. The remainder of section 21 set out the requirements to be followed by a Scottish public authority in carrying out a review. As no review has been carried out in this case, the Commissioner finds that the Authority failed to discharge these requirements: he now requires a review to be carried out in accordance with section 21.
13. The Commissioner recommends that the Authority considers whether it would be appropriate to apologise to the Applicant for its failure to comply and provide any further background to the handling of this request as it deems necessary or helpful.

Decision

The Commissioner finds that the Authority failed to comply with Part 1 of the Freedom of Information (Scotland) Act 2002 (FOISA) in dealing with the information request made by the Applicant. In particular, the Authority failed to respond to the Applicant's requirement for review within the timescales laid down by section 21(1) of FOISA. The Commissioner requires the Authority to issue a review response, by **29 June 2026**.

Appeal

Should either the Applicant or the Authority wish to appeal against this decision, they have the right to appeal to the Court of Session on a point of law only. Any such appeal must be made within 42 days after the date of intimation of this decision.

Enforcement

If the Authority fails to comply with this decision, the Commissioner has the right to certify to the Court of Session that the Authority has failed to comply. The Court has the right to inquire into the matter and may deal with the Authority as if it had committed a contempt of court.

Jennifer Ross
Deputy Head of Enforcement

15 May 2026