

WRS Board

Date: 19<sup>th</sup> February 2026

Revision of Policy for responding to Environmental Information requests (for information held by WRS)

Recommendation	<p>Members are asked to:</p> <p>(i)       <b>Agree to the service adopting the revised EIR policy for commencement on 1<sup>st</sup> April 2026.</b></p>
Background	<p>Environmental information Regulations 2004 (EIR) give the public a right of access to information held by public bodies relating to environmental topics, and places obligations on public bodies to release the information on request if it is not subject to an exception.</p> <p>The definition of environmental information is set out in the EIR, but as the shared Environmental Health and Licensing service for the six partner Councils in Worcestershire (“the Councils”), Worcestershire Regulatory Services (WRS) holds much of the environmental information that is regularly requested from the Councils under EIR.</p>
Report	<p>The policy presented is a revision of that already in existence but provides greater clarity on how requests can be made and how they will be processed. The policy is in line with the EIR and Information Commissioner’s Office Guidance.</p> <p>Processing includes establishing whether a charge is required to be paid prior to release of the information requested. Any charge is calculated based on an hourly rate set by each Partner Council and the estimated time required to collate and format the information requested. Standard administrative processes can not be charged for and any request that is simple to respond to and the information can be collated and formatted in less than 30 minutes will be provided free of charge.</p> <p>Other exemptions to charges apply where the information is held on a public register, where it is examined at our offices, where it can be signposted to as it is publicly available or published elsewhere. Similarly no charge will be made for requests made by students in the course of their academic studies; or journalists in the course of journalism for a news organisation where that information is easily extracted; or made by a professional body of which WRS is a direct or indirect member or where release of the data requested would be for the greater good and is easily extracted.</p> <p>This revision includes details of how to request a review of the charge applied or information given as well as how such a would be considered.</p>

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