

Publication Scheme

This is the new Information Commissioner's Model Publication Scheme, for Hereford & Worcester Fire and Rescue Authority covering the geographical area of Herefordshire and Worcestershire for Fire and Rescue Authority related issues. This document details how the Authority meets its requirements laid down in the Freedom of Information Act 2000 (FOIA). It provides information on how our internal workforce, members of the public and organisations can access information covered by this Act.

One of the requirements of the Freedom of Information Act 2000 is that Public Authorities should be clear and proactive about the information they will make public. To do this, they must produce a Publication Scheme, setting out:

- The classes of information which they publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

Some information that the Service holds may not be made public, for example, information about national security, fire investigation reports, discipline records or litigation records.

The Fire and Rescue Authority plans to make as much information available as possible without charging for it. Where appropriate there is no charge for electronic transmission of material and for those without Internet access, a printout will be available from the [Corporate Risk Department](#) on request. However, multiple printouts of complete documents may attract a charge for cost of retrieval, photocopying, postage, etc. The Authority will let you know at the time of request whether any such charges apply. Information is free of charge to view at the appropriate locations (although appointments may be necessary).

The Authority arranges to have key documents placed in all the major Libraries, County and District Councils where they can be fully accessed.

You may also apply for a copy of any personal data we hold about you under the Data Protection Act. There is a subject access fee of £10 and you should contact the [Corporate Risk Department](#) for further information. Please note that the Service does not charge a subject access fee for members of staff to access their personal records.

Since January 2005, you have been able to ask the Authority for information that is not already published elsewhere or exempt under the FOIA. Under the FOIA you have the right to ask for information to be provided in a particular way and we will try to meet your request where possible. You are able to ask for assistance if you have any difficulty in formulating or making an application by contacting the [Corporate Risk Department](#) in the first instance. We will help you as much as possible but we are not required to look for the requested information unless we have:

- a clear and legible request in writing with enough detail to locate the information
- your name and address (e-mail address is acceptable) so we can respond to your request

This will ensure that your application is dealt with as quickly as possible. You should give as much detail as you can in order to assist us in locating the information that you require. Some documents may include information that is not available for general release (exempt information) so you will only be provided with the information which is not exempt. You only have a right to **information** and not necessarily to original **documents**.

Any fee chargeable will be calculated by looking at the costs directly and reasonably incurred whilst locating the information you have asked for and giving it to you in the format you requested. You will then be sent a 'fees notice' which you are required to pay within three months of your request – you will not receive information until you have paid the costs in the fees notice.

If the estimated cost of providing the information is above the appropriate limit set by FOIA (£450 or 2.5 days worth of work for Local Government), then we are only under a duty to provide the information below that cost-ceiling. However, the Authority will inform you if the limit will be exceeded and we will try to let you know what can be provided within the limit. Despite not being obliged to provide information which exceeds the limit, the Authority is still under a duty to advise and assist.

It will not be possible, due to "aggregation rules" (these are rules that prevent piecemeal applications for a larger body of information), to make multiple requests to avoid exceeding the limit set by Government. However, we will try to help you as much as possible to get the information you have requested.

If you want to make any comments about this Publication Scheme or if you require further assistance or wish to make a comment or complaint, then initially this should be addressed to the Authority's [Corporate Risk Department](#).

This Publication Scheme will be reviewed by the Service regularly in-line with ICO guidance.

Publication Scheme

Format of Information	<p>All information is available in hard copy on request.</p> <p>The information identified in this Publication Scheme will be available from the website where appropriate.</p> <p>Some information is also available in other languages/formats on request.</p> <p>Copyright arrangements are in place and documents/information provided may only be reproduced with prior permission from the Service.</p>
Availability and Cost	<p>Please apply in the first instance to:</p> <p>Corporate Risk Department Hereford & Worcester Fire and Rescue Authority Service Headquarters 2 Kings Court Charles Hasting Way Worcester, WR5 1JR Telephone 0845 12 24454 Fax 01905 357405</p> <p>E-mail: Informationrequests@hwfire.org.uk or info@hwfire.org.uk Website address – www.hwfire.org.uk</p> <p>Information provided in brochure, leaflet or webpage format is provided free of charge. Where information is provided in a document format, including reports and maps, there is a copying fee of 10 pence per A4 sheet.</p> <p>Fire Reports – Fire Reports are available on written request from the Corporate Risk Department. Please note that the Service does not currently charge for Fire Reports.</p>

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1. Who we are and what we do		
Sub – Class	Format of Information	Availability
Structure of the Authority	Internet and hard copy on request	Your Fire Authority Your Fire Service Fire and Rescue Authority Member Details Authority Plan 2010 - 2011
Staff structure of the Authority	Internet and hard copy on request	Service Structure Retired Firefighters
Contact Information	Internet and hard copy on request	Contact Us
Geographical area of operation	Internet and hard copy on request	Station Areas Our Vehicles Specialised Units
General outline of responsibilities	Internet and hard copy on request	Your Fire Service CFO Welcome
Relationship with other Authorities	Internet and hard copy on request	Partnerships Regional Management Board

2. What we spend and how we spend it		
Sub – Class	Format of Information	Availability
Summary of revenue budget estimates and capital expenditure plans	Internet and hard copy on request	Policy and Resources Committee Budget Committee - Archive Fire and Rescue Authority Main Meetings - Agenda and Minutes
Annual statement of accounts	Internet and hard copy on request	Statement of Accounts
Financial audit reports	Internet and hard copy on request	Audit Committee Audit Commission Website Fire and Rescue Authority Main Meetings - Agenda and Minutes
Staff pay and grading structure	Internet and hard copy on request	Uniformed Pay Scales Non Uniformed Pay Scales
Expenses paid to or incurred by Members of the Authority and Senior Officers	Internet and hard copy on request	Members Allowances
	Hard copy on request	PO Expenses
Procurement procedures	Internet and hard copy on request	Procurement
	Hard copy on request	Standing Orders for the Regulation of Contracts Local Transparency
List of contracts and value	Hard copy on request	Contracts Register
Internal financial regulations and delegated authority	Internet and hard copy on request	Register of Financial and Other Interests

3. What our priorities are and how we are doing		
Sub – Class	Format of Information	Availability
Strategic plan, business plan, aims and objectives	Internet and hard copy on request	Policy Planning and Performance Planning Publications
Reports indicating service provision, performance assessments, operational assessment reports	Internet and hard copy on request	Audit Commission Website Performance Publications
Reports indicating service provision, performance assessments, operational assessment reports	Internet and hard copy on request	Policy and Resources Committee Best Value, Policy & Performance Committee - Archive
Reports by external inspectors	Internet and hard copy on request	Audit Committee Audit Commission Website Comprehensive Area Assessment
Joint strategies	Internet and hard copy on request	Partnerships
Statistical information	Internet and hard copy on request	Comments, Compliments and Complaints Integrated Risk Management Plan 2009-12 Fire and Rescue Authority Main Meetings - Agenda and Minutes Requests for Information Disclosure Log Authority Plan 2010-2011 Statement of Accounts Policy and Resources Committee Best Value, Policy & Performance Committee - Archive

4. How we make decisions		
Sub – Class	Format of Information	Availability
Schedule of meetings open to the public	Internet and hard copy on request	Fire and Rescue Meetings Dates
Agendas and approved minutes of the authority and authority sub-committees	Internet and hard copy on request	Fire and Rescue Meetings Dates Fire and Rescue Authority Committees
Background papers for meetings open to the public	Internet and hard copy on request	Fire and Rescue Meetings Dates Background papers are listed at the end of each Fire and Rescue Authority meeting papers and can be accessed via the Service's website or in hard copy format on request.
Facts and analyses of facts used for decision making	Internet and hard copy on request	Fire and Rescue Meetings Dates Fire and Rescue Authority Committees
Public consultations	Internet and hard copy on request	Public Questions Integrated Risk Management Plan 2009-12
	Hard copy on request	Opinion Research Service Reports

5. Our policies and procedures		
Sub – Class	Format of Information	Availability
Policies and procedures for the conduct of authority business	Internet and hard copy on request	Your Fire and Rescue Authority
Policies and procedures for the provision of services	Internet and hard copy on request	Comments, Compliments and Complaints Confidential Reporting (Whistleblowing) Your Right To Know
Policies and Procedures about the employment of staff	Internet and hard copy on request	Recruitment Equality Diversity Health & Safety
Customer service	Internet and hard copy on request	Comments, Compliments and Complaints Your Right To Know
	Hard copy on request	Communicating with our Customers Policy
Internal instructions, manuals and guidelines	Hard copy on request	If you require any information on the Service's internal Policies and Instructions, please contact the Head of Corporate Risk on telephone number 0845 12 24454 or by e-mail to informationrequests@hwfire.org.uk who will be pleased to assist you.
Charging regimes and policies	Internet and hard copy on request	Your Right To Know

6. Lists and registers		
Sub – Class	Format of Information	Availability
Asset lists and information asset register	Internet	Asset Management Plan
	Hard copy on request	ICT Asset Register Information Asset Register Fleet Asset Register Property Asset Register
Registers open to public inspection (and arrangements for access to the contents)	Internet	Partnership
	Hard copy on request	Asset Management Plan Departmental Risk Registers Fleet Asset Register Partnership Register Project Register Property Asset Register Strategic Risk Register
Register of Members' interests	Hard copy on request	Members' Interests Register
Register of gifts and hospitality	Hard copy on request	Gifts and Hospitality Register

7. The services we offer		
Sub – Class	Format of Information	Availability
Information about the provision of the Authority's services	Internet and hard copy on request	Authority Plan 2010-2011 Integrated Risk Management Plan Preparing for Emergencies Safety advice for businesses Young People Your Safety
	Hard copy on request	Fire Reports – Fire Reports are available on written request from the Corporate Risk Department . Please note that the Service does not currently charge for Fire Reports.
Regulatory responsibilities and procedures	Internet	Accounts and Audit Regulations 2003 Audit Commission Act 1998 Civil Contingencies Act 2004 Comprehensive Assessment Results Corporate Manslaughter and Homicide Act 2007 Data Protection Act 1998 Department of Communities and Local Government Environmental Information Regulations 2004 Equalities Act 2010 Equality Procedures Fire and Rescue Service National Framework 2008/11 Fire and Rescue Services Act 2004

7. The services we offer – Continued

Sub – Class	Format of Information	Availability
Regulatory responsibilities and procedures		Freedom of Information Act 2000 Health and Safety at Work etc Act 1974 Local Authorities (Capital Finance & Accounting) (England) Regulations 2003 Local Government Act 2000 Office of Public Sector Information Regulatory Reform (Fire Safety) Order 2005
Leaflets and explanatory booklets	Internet and hard copy on request	Comments, Compliments and Complaints leaflet Comprehensive Assessment Results Herefordshire Council Tax Publications Safety Advice for Businesses Worcestershire Council Tax Your Safety
Services for which the authority is entitled to recover a fee, together with those fees	Internet and hard copy on request	Your Right To Know
	Hard copy on request	Fire Reports – Fire Reports are available on written request from the Corporate Risk Department . Please note that the Service does not currently charge for Fire Reports.
Media releases	Internet and hard copy on request	News and Events