Publication Scheme

What is a Publication Scheme?
All Public Authorities must make certain types of information available under the Freedom of Information Act via a Publication Scheme which is overseen by the Information Commissioners Office (ICO).

In addition, Hereford & Worcester Fire and Rescue Service (the Service) is fully committed to supporting the Government's **Transparency Code** which promotes openness and accountability through reporting on local decision making, public spending and democratic processes. To view information on the Service's Transparency Code please use the link here.

The Publication Scheme sets out:

- What information is published or will be published routinely, i.e. Staff structure, salary scales, minutes of meetings, annual reports
- The way / format in which the information will be published
- Whether the information is free or if there is a charge

Categories
Information is divided into 7 sections:

1. Who we are and what we do.....Page 3
2. What we spend and how we spend it.....Page 5
3. What our priorities are and how we are doing.....Page 7
4. How we make decisions.....Page 7
5. Our Policies and Procedures .....Page 9
6. Lists and Registers.....Page 11
7. The services we offer .....Page 12

Some information is not normally made publicly available, for example Incident reports or investigations. If you are unable to find the information you want in the Publication Scheme or on the website, you can make a Freedom of Information Act Request.

You can also request information you believe the Service holds about you – How to request personal information.

Information Format
All information is available electronically unless otherwise stated, though hard copies may be supplied on request.

Where possible, information in this Publication Scheme will be available on the website and unless otherwise stated, is usable under the Open Government Licence scheme.

Availability and Cost
The Service makes as much information available as possible without charging a fee. There may however be a charge for any duplicate hard copy reproductions to cover postage costs.

Incident Reports
For details on how to apply for an incident report, please refer to Request an Incident Report section of the website.

Enquiries
If you have any questions concerning the Publication Scheme, please contact:

Information Governance and Committee Services
Hereford & Worcester Fire and Rescue Service Headquarters
Hindlip Park
Worcester
WR3 8SP

Telephone 0345 122 4454 (Main Reception – Local Rate Number)
E-mail: Informationrequests@hwfire.org.uk

Review
The Publication Scheme will be reviewed annually or as required by the ICO.

1. Who we are and what we do

Organisational Structure

- Authority Documents
- Authority Members
- Hereford and Worcester Fire Authority
- Fire Authority Constitution
- Fire Control
- Senior Leadership Board
- Numbers in Post
- Retired Firefighters
- Service Structure

Location and Contact Details

- Contact Us
- Fire Stations

Gender Pay Gap Reporting

- Gender Pay Gap Report

Geographical Area of Operation

- Fire Stations

General Outline of Responsibilities

- Chief Fire Officer's Welcome
- Constitution
- The Fire Service

Relationship with Other Authorities

- National Fire Chiefs Council
- Home Office

Relationship with Other Authorities

- Partners

2. What we spend and how we spend it

Summary of Revenue Budget Estimates and Capital Expenditure Plans

- Policy and Resources Committee
- Full Authority Meeting Agendas and Minutes

Financial statements, budgets and variance reports

- Finance

Capital programme

- Budget and Precept 2025/26 & Appendices

Spending reviews

- Invoice Payments

Annual Statement of Accounts

- Statement of Accounts
- Statement of Accounts Archive

Financial Audit Reports

- Audit and Standards Committee
- Public Sector Audit Appointments
- National Audit Office
- Financial Reporting Council
- Cabinet Office
- Policy and Resources Committee
- Invoice Payments

Staff Pay and Grading Structure

- Pay Policy Statement
- Pay Scales Non-Uniformed Staff
- Pay Scales Uniformed / Operational Staff

Expenses Paid to or Incurred by Members of the Authority and Senior Officers

- Annual Payments to Members
- Members' Monthly Expense Claims
- PO Expenses - Included within Service's monthly spend.

Procurement Procedures

- Pre-Vetted Contractors
- Procurement
- Standing Order for the Regulation of Contracts

List of Contracts and Value

- Contracts Register

Internal Financial Regulations and Delegated Authority

- Constitution

Details of grants to the voluntary community and social enterprise sector

N/A – The Service does not issue grants.

Details of contracts and tenders to businesses and to the voluntary community and social enterprise sector

- Contracts Register

3. What our priorities are and how we are doing

Strategic Plan, Business Plan, Aims and Objectives

- Fire Authority Annual Plans & Reports
- Risk Management Plans
- Statements of Assurance

Reports Indicating Service Provision, Performance Assessments, Operational Assessment Reports

- Audit and Standards Committee
- Community Risk Management Plan 2025 – 2030
- Performance
- Policy and Resources Committee

Reports by External Inspectors

- Audit and Standards Committee
- External Assessments

Strategies developed in partnership with other authorities

- Partners

Statistical Information

- Accounts
- Community Risk Management Plan 2025 – 2030
- Fire Authority Annual Plans & Reports
- Full Authority Meeting Agenda and Minutes
- Policy and Resources Committee
- Requests for Information Received

4. How we make decisions

Schedule of Meetings open to the Public

- Full Authority - Meeting Schedule

Agendas and Approved Minutes of the Authority and Authority Sub-committees

- Appointments Committee
- Audit and Standards Committee
- Full Authority - Meeting Agendas and Minutes
- Policy and Resources Committee

Background Papers for Meetings Open to the Public

- Full Authority - Meeting Agendas and Minutes – Please note that any background paper/s are listed at the end of individual Fire Authority Meeting reports.

Major policy proposals and decisions

- Community Risk Management Plan 2025 – 2030
- Full Authority - Meeting Agendas and Minutes

Facts and Analyses of Facts considered when framing major policies

- Fire Authority Annual Plans & Reports
- Full Authority - Meeting Agendas and Minutes
- Risk Management Plans
- Statements of Assurance

Public Consultations

- Community Risk Management Plan 2025 – 2030
- Constitution – Public Participation
- Current Consultation Work
- Closed Consultations

Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines

- Constitution

5. Our Policies and Procedures

Policies and Procedures for the Conduct of Authority Business

- Fire Authority Code of Conduct
- Fire Authority Constitution
- Fire Authority Governance and Policy

Policies and Procedures for the Provision of Services

- Freedom of Information
- Publications
- Our Strategy
- Report a Technical Fire Safety Concern
- Safety and Advice
- The Fire Service
- Transparency - Access to Information

Policies and Procedures about the Employment of Staff

- Disciplinary Policy & Procedure
- Equality and Diversity
- Ethical Framework and Code of Conduct
- Fire Authority Constitution
- Grievance Policy & Procedure
- Health and Safety
- Recruitment - Join Us

Pay Policy Statement

- Pay Policy Statement

Customer Service and Complaints Policies and Procedures

- Comments and Complaints
- Contact Us

- Fire Authority Complaints Procedure
- News and Events
- Report a Technical Fire Safety Concern

Internal Instructions, Manuals and Guidelines

- Confidential Reporting (Whistleblowing)

Plans and Instructions of what we do and how we respond to incidents and fire prevention measures are detailed in:

- About Us - The Fire Service
- Safety and Advice

Records Management and Personal Data Policies

- Records Management Policy
- Data Protection
- Data Protection Policy

Charging Regimes and Policies

- Cost Recovery Including Special Services
- Cost Recovery Including Special Services Policy

6. Lists and Registers

Asset Lists

- Fire Stations
- Our Vehicles
- Specialised Units
- Property / Facilities

To request asset information not currently published on the website, please Contact Us

Registers Open to Public Inspection (and arrangements for access to the contents)

- Public Register

Disclosure logs

- FOIA Responses (Disclosure Log)

Register of Members' Interests

- Personal Register of Interests – Any interests are declared on individual Fire Authority Member's profiles

Register of Gifts and Hospitality

- Gifts and Hospitality Register – Any gifts and / or hospitality received are shown on individual Fire Authority Member's profiles

7. The services we offer

Information about the Provision of the Authority's Services

- Fire Authority Annual Plans & Reports
- Risk Management Plans
- Safety and Advice
- Safety Advice for Businesses
- Educational Resources
- Incident Reports:

  Incident Reports are available on written request from Information Requests.

  Incident Reports will confirm the reference number, location, actions taken by the Service and most likely cause as at the time of Incident.

  Incident Reports are free of charge; however, our standard reports are depersonalised and full reports will only be disclosed to the Courts, Police, Coroner's Office, other Fire Services, Ambulance Service, Highways Agency, Environment Agency, Home Owners / Occupiers and Individuals affected by / involved in the Incident.

Regulatory Responsibilities and Procedures

- Accounts and Audit Regulations 2003
- Bribery Act 2010
- Civil Contingencies Act 2004
- Computer Misuse Act 1990
- Corporate Manslaughter and Homicide Act 2007
- Data Protection Act 2018
- Department of Communities and Local Government
- Environmental Information Regulations 2004
- Equalities Act 2010

Regulatory Responsibilities and Procedures, continued

- Equality Act 2010 - Guidance
- Fire and Rescue Service National Framework
- Fire and Rescue Services Act 2004
- Fire Authority Constitution
- Freedom of Information Act 2000
- General Data Protection Regulation
- Health and Safety at Work etc. Act 1974
- Legislation.gov.uk
- Local Authorities (Capital Finance & Accounting) (England) Regulations 2015
- Local Government Act 2000
- Local Government Transparency Code 2015
- Privacy and Electronic Communications Regulations 2003
- Regulatory Reform (Fire Safety) Order 2005

Leaflets and Explanatory Booklets

- Herefordshire Council Tax
- Publications
- Safety Advice for Businesses
- Worcestershire Council Tax
- Your Safety

Services for which the Service is Entitled to Recover a Fee

- Requests for Information

  All Freedom of Information Act (FOIA) requests are free up to £450, whilst a reasonable fee may be charged for Environmental Information Regulations (EIR) requests.

Media releases

- HWFRS News
- HWFRS Twitter
- HWFRS Facebook
- HWFRS Events

Fire Service Reports on Major Incidents

Major Incidents are defined by the Joint Emergency Services Interoperability Programme as "*An event or situation requiring a response under one or more of the emergency services' major incident plans*". A major incident may be declared by a single blue light service or jointly.

Summaries of Fire Service Major Incident Reports will be published on the Service's website after any necessary incident investigation has been completed.