

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.

Hereford & Worcester Fire and Rescue Authority, 18 December 2009, Report No. 16, Appendix 1.

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>

Publication Scheme

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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 Fire and Rescue Authority Members Service Plan 2009 - 2010
Staff structure of the Authority	Internet and hard copy on request	Service Structure Retired Firefighters
Contact Information	Internet and hard copy on request	Business Safety Comments, Compliments and Complaints Commercial Training Fire Safety Firefighters Charity General Enquiries Recruitment Requests for Information Website
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	Budget Meeting - October 2009 Budget Meeting - July 2009 Budget Meeting - January 2009 Budget Meeting - November 2008 Budget Meeting - October 2008 Budget Meeting - July 2008 Budget Meeting - January 2008 Budget Meeting - November 2007 Budget Meeting - October 2007 Budget Meeting - July 2007 Budget Meeting - January 2007 Budget Meeting - November 2006 Fire and Rescue Authority Main Meetings - Agenda and Minutes 2004 - 2009
Annual statement of accounts	Internet and hard copy on request	Statement of Accounts 2008/09 Statement of Accounts 2007/08 Statement of Accounts 2006/07 Statement of Accounts 2005/06
Financial audit reports	Internet and hard copy on request	Audit Committee October 2009 Audit Committee - June 2009 Audit Committee - Annual Governance Report - June 2009 Audit Committee - March 2009 Audit Committee - January 2009 Audit Committee - October 2008 Audit Committee - September 2008 Audit Committee - June 2008 Audit Committee - October 2007

2. What we spend and how we spend it – Continued

Sub – Class	Format of Information	Availability
Financial audit reports (Cont.)		Audit Committee - June 2007 Audit Committee - October 2006 Audit Committee - June 2006 Fire and Rescue Authority Main Meetings - Agenda and Minutes 2004 - 2009
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 Hard copy on request	Current Local Tenders Information Security Policy Procurement Standing Orders for the Regulation of Contracts Terms & Conditions for Trading
List of contracts and value	Hard copy on request	Contracts Register
Internal financial regulations and delegated authority	Internet and hard copy on request	Scheme of Delegation to Officers Financial Regulations

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	Community Safety Strategy 2009-12 Integrated Risk Management Plan 2009-2012 IRMP 2009/12 - Evidence Document IRMP Annual Action Plan 2008/09 Evidence Document Response to Consultation - IRMP Final Plan 2006-2009 IRMP Final Plan 2006-2009 IRMP 2nd Annual Action Plan 2005/06 Our Policy, Planning and Performance Our Planning - Integrated Risk Management Plan (IRMP) Risk Management Strategy Service Plan 2009 - 2010
Reports indicating service provision, performance assessments, operational assessment reports	Internet and hard copy on request	Audit Commission Website Equality & Diversity - The Scheme FRA Performance Assessment 2008 - scorecard summary FRA Service Assessment 2008 - scorecard summary FRA Performance Assessment 2007 - scorecard summary FRA Service Assessment 2007 - scorecard summary FRA Service Assessment 2006 - scorecard summary FRA Operational Assessment Report 2006 FRA Performance Assessment 2005 Summary FRA CPA Report 2005 Service Plan 2009 - 2010

3. What our priorities are and how we are doing – Continued

Sub – Class	Format of Information	Availability
Reports indicating service provision, performance assessments, operational assessment reports	Internet and hard copy on request	Best Value Policy & Performance Meeting - Sept 2009 Best Value Policy & Performance Meeting - March 2009 Best Value Policy & Performance Meeting - Nov 2008 Best Value Policy & Performance Meeting - Sept 2008 Best Value Policy & Performance Meeting - May 2008 Best Value Policy & Performance Meeting - March 2008 Best Value Policy & Performance Meeting - Nov 2007 Best Value Policy & Performance Meeting - Sept 2007 Best Value Policy & Performance Meeting - June 2007 Best Value Policy & Performance Meeting - April 2008 Best Value Policy & Performance Meeting - Jan 2007 Best Value Policy & Performance Meeting - Nov 2006 Best Value Policy & Performance Meeting - Sept 2006 Best Value Policy & Performance Meeting - June 2006 Best Value Policy & Performance Meeting - April 2006 Best Value Policy & Performance Meeting - Sept 2005 Best Value Policy & Performance Meeting - July 2005 Best Value Policy & Performance Meeting - April 2005

3. What our priorities are and how we are doing – Continued

Sub – Class	Format of Information	Availability
Reports by external inspectors	Internet and hard copy on request	External Audit September 2008 Comprehensive Assessment Results
Joint strategies	Internet and hard copy on request	Partnerships Worcestershire Partnership Herefordshire Partnership Bromsgrove Partnership Redditch Partnership Malvern Hills Partnership Worcester Alliance Wychavon Strategic Partnership Wyre Forest Matters Safer Herefordshire Bromsgrove Community Safety Partnership Malvern Hills Community Safety Partnership Redditch Community Safety Partnership Safe and Sound in Wychavon Safer Worcester South Worcestershire Community Safety Partnership Wyre Forest Community Safety Partnership West Mercia Local Resilience Forum Rural Services Partnership

3. What our priorities are and how we are doing – Continued

Sub – Class	Format of Information	Availability
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 2004 - 2009 Requests For Information Service Plan 2009 - 2010 Statement of Accounts 2008/09 Statement of Accounts 2007/08 Statement of Accounts 2006/07 Statement of Accounts 2005/06 Best Value Policy & Performance Meeting - Sept 2009 Best Value Policy & Performance Meeting - March 2009 Best Value Policy & Performance Meeting - Nov 2008 Best Value Policy & Performance Meeting - Sept 2008 Best Value Policy & Performance Meeting - May 2008 Best Value Policy & Performance Meeting - March 2008 Best Value Policy & Performance Meeting - Nov 2007 Best Value Policy & Performance Meeting - Sept 2007 Best Value Policy & Performance Meeting - June 2007 Best Value Policy & Performance Meeting - April 2007 Best Value Policy & Performance Meeting - Jan 2007

3. What our priorities are and how we are doing – Continued

Sub – Class	Format of Information	Availability
		Best Value Policy & Performance Meeting - Nov 2006 Best Value Policy & Performance Meeting - Sept 2006 Best Value Policy & Performance Meeting - June 2006 Best Value Policy & Performance Meeting - April 2006 Best Value Policy & Performance Meeting - Sept 2005 Best Value Policy & Performance Meeting - July 2005 Best Value Policy & Performance Meeting - April 2005
	Hard copy on request	Quarterly Performance Reports

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 Authority Meeting Dates 2008 - 2009
Agendas and approved minutes of the authority and authority sub-committees	Internet and hard copy on request	Fire and Rescue Authority Main Meetings - Agenda and Minutes Best Value Policy and Performance (BVPP) Meetings Audit Meetings Budget Meetings Urgent Decisions Meetings Appointments Meetings Standards Committee Meetings
Background papers for meetings open to the public	Internet and hard copy on request	Fire and Rescue Authority Main Meetings - Agenda and Minutes 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 Authority Main Meetings - Agenda and Minutes Best Value Policy and Performance (BVPP) Meetings Audit Meetings Budget Meetings Urgent Decisions Meetings Appointments Meetings Standards Committee Meetings
Public consultations	Internet and hard copy on request	Public Questions Integrated Risk Management Plan 2009-12
	Hard copy on request	ORS 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	Annual Governance Statement Code of Corporate Governance Code of Conduct Confidential Reporting (Whistleblowing) Scheme of Delegation to Officers Standing Orders for the Regulation of Contracts Standing Orders for the Conduct of Business
Policies and procedures for the provision of services	Internet and hard copy on request	Comments, Compliments and Complaints Confidential Reporting (Whistleblowing) Freedom of Information (FOIA) Freedom of Information Publication Scheme Your Right To Know
Policies and Procedures about the employment of staff	Internet and hard copy on request	Recruitment Equality and Diversity Equality Procedures Health and Safety
Customer service	Internet and hard copy on request	Comments, Compliments and Complaints
	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	Scale of Charges for Special Services

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	Partnerships
	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	Business Continuity Management Home fire safety Integrated Risk Management Plan 2009/12 (Page 11) Preparing for emergencies Road safety Safety advice for businesses Service Plan 2009 - 2010 Water safety 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 Civil Partnership Act 2004 Comprehensive Assessment Results Corporate Manslaughter and Homicide Act 2007 Data Protection Act 1998 Department of Communities and Local Government Website Disability Discrimination Act 2005 Employment Equality (Age) Regulations 2006

7. The services we offer – Continued

Sub – Class	Format of Information	Availability
Regulatory responsibilities and procedures		Employment Equality (Religion or Belief) Regulations 2003 Employment Equality (Sexual Orientation) Regulations 2003 Equality Act 2006 (Gender Equality) Environmental Information Regulations 2004 Fire and Rescue Service National Framework 2008/11 Fire and Rescue Services Act 2004 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 Race Relations (Amendment) Act 2000 Regulatory Reform (Fire Safety) Order 2005
Leaflets and explanatory booklets	Internet and hard copy on request	Best Value Performance Summary 2008/09 Comments, Compliments and Complaints leaflet Comprehensive Assessment Results Education & Information for Parents and Carers Equality & Diversity - The Scheme Fire Risk Assessment Guidance Fire Safety for People with Disabilities Fire Safety Log Book Flood Scrutiny Report 08 Grapevine Spring 2009 Grapevine Summer 2008

7. The services we offer – Continued

Sub – Class	Format of Information	Availability
Leaflets and explanatory booklets	Internet and hard copy on request	Grapevine Winter 2008 Herefordshire Council Tax Home Safety IRMP Consultation 2010 - 2011 Integrated Risk Management Plan - Evidence Document Integrated Risk Management Plan - The Way Forward Integrated Risk Management Plan 2009 - 2012 Road Safety Service Plan 2009 - 2010 Statement of Accounts 2008/09 Statement of Accounts 2007/08 Statement of Accounts 2006/07 Statement of Accounts 2005/06 Top Ten Tips and Safety Water Safety What to do in an Emergency Worcestershire Council Tax
Services for which the authority is entitled to recover a fee, together with those fees	Internet and hard copy on request	Scale of Charges for Special Services
	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	Latest News Latest Events