

Derbyshire Fire and Rescue Service Publication Scheme

Derbyshire Fire and Rescue Service (DFRS) aims to provide as much information about the Service to the public in line with the requirements of the Freedom of Information Act 2000. This guide should assist you in finding the information you are looking for quickly and easily.

We aim to publish or otherwise make available, as a matter of routine, certain information held by DFRS.

The information we routinely provide is grouped under the following seven categories:

Who we are and what we do

Information about the Service, Fire Station locations and contact details together with details of what we do and how we do it.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Information on our policies and procedures, our consultation and decision making processes and decisions made.

Our policies and procedures

The guidance we follow for delivering our services.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the Fire Authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases together with a description of the services offered.

The information that DFRS will not generally publish include:

- Information which is prevented by law, exempt or otherwise properly considered to be protected from disclosure.
- Information in draft form.

The method by which information published under this scheme will be made available

Where possible, DFRS information will be provided on the website at www.derbyshire.gov.uk

If this is not possible, then DFRS will explain how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this is required, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where DFRS is legally required to translate any information, it will do so.

Requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be followed when providing information in accordance with this Publication Scheme.

Charges which may be made for information published under this Scheme

The purpose of this Publication Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by DFRS for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

DFRS will charge interested parties, such as insurance companies, for the provision of Incident Recording Forms and fire investigation reports.

The charges are:

- Abstract Fire Reports: data extracted from the completed Incident Report - £64.00
- Short Fire Report relating to an investigation £64.00
- Full Fire Investigation Report £235.00

Incident Reports - reports supplied to the Police, Coroner's Service, local authorities or housing associations (concerning housing and not vehicles) will be provided free of charge.

Your personal data – it is DFRS policy to provide a copy of your personal data free on request. We may charge for additional copies. We may charge a fee if we think the request is 'manifestly unfounded or excessive'. If so, we may ask for a reasonable fee for administrative costs associated with the request.

Freedom of Information requests - if the estimated cost of providing the information is above the appropriate limit set by the Freedom of Information Act 2000 – currently £450 - then DFRS is entitled to charge for the costs directly and reasonably incurred in locating and providing the information asked for. A 'fees notice' will be issued before information is provided and the enquirer will be asked whether they want to amend their request for information or pay for it to be supplied.

Written requests

Information held by DFRS that is not published under this Scheme can be requested in writing by post or email – these requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.

Data Protection Officer
Derbyshire Fire and Rescue Service
Headquarters, Butterley Hall, Ripley, Derbyshire DE5 3RS

Email: Freedom_Of_Information@derbys-fire.gov.uk

Publication Scheme – Definition Documents

WHO WE ARE AND WHAT WE DO		
Class of Information	Access	Cost
Organisational Structure	Hard copy Email	Free
The location of premises	Website	Free
Key events and community activities	Website	Free
Partnerships	Hard copy, Email	Free
Recruitment and employment information	Website	Free
WHAT WE SPEND AND HOW WE SPEND IT		
Class of Information	Access	Cost
Finance Regulations	Website	Free
Annual budgets and summary accounts	Website	Free
Quarterly budgets and variance reports	Website	Free
Financial audits	Website	Free
Expenses and allowances	Hard copy Email	Free
Capital Budget	Website	Free
Procurement procedures	Hard copy Email	Free
Senior Staff salaries	Statement of Accounts on website	Free
Staff Pay and grading structures	Hard copy Email	Free
THE SERVICE WE OFFER		
Advice and guidance	Website	Free
Safe and Well Checks	Website	Free

Fire Safety enforcement	Website	Free
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WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING		
Class of Information	Access	Cost
Service Plan (including Integrated Risk Management Plan)	Website	Free
Corporate Risk Register	Website	Free
Annual Report	Website	Free
Annual Governance Statement	Website	Free
Inclusion Strategy	Website	Free
HOW WE MAKE DECISIONS		
Agendas and minutes of meetings open to the public	Website	Free
Terms of Reference of Committees, Working Groups and Forums	Website	Free
Standing orders and financial regulations	Website	Free
Consultation strategy	Hard copy Email	Free
OUR POLICIES AND PROCEDURES		
Code of Conduct for Members	Website	Free
Employment Policies	Hard copy Email	Free
DFRS Policies, Standard Operating Procedures and Service Procedures	Hard copy Email	Free
LISTS AND REGISTERS		
Register of Enforcement Action	Website	Free

Asset Register	Hard copy Email	Free
Fleet Register	Hard copy Email	Free
Complaints Log	Website	Free
Freedom of Information - Disclosure log	Website	Free