

Derbyshire Fire and Rescue Service Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. It commits Derbyshire Fire and Rescue Service (DFRS) to make information available to the public as part of its normal business activities.

The information provided is divided into seven classes of information listed below. This scheme commits DFRS:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by DFRS and falls within the classifications below.

- To specify the information which is held by DFRS and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information DFRS makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The seven classes of information that DFRS will publish are:

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

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

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

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

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The information that DFRS will not generally publish include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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

Where it is within the capability of DFRS information will be provided on the website (www.derbyshire-fire-service.co.uk). Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, DFRS will indicate 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 manner is specified, 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.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this 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.

It has been custom and practice for DFRS to charge interested parties, such as insurance companies, for the provision of Incident Recording Forms and fire investigation reports.

The charges are:

- an abstract report (data extracted from the completed Incident Report £58.00
- short report relating to an investigation £58.00
- full fire investigation report £214.00

Reports supplied to the police, coroner's service, local authorities or housing associations (concerning housing and not vehicles) will be provided free of charge.

DFRS can charge for requests processed under the Data Protection Act. The enquirer can be charged up to £10 (this can rise to £50 for access to certain medical and education records). It is DFRS policy not to charge for DPA requests.

If the estimated cost of providing the information is above the appropriate limit set by Freedom of Information Act 2000 (£450) then DFRS is entitled to charge for the costs directly and reasonably incurred whilst locating the information asked for and the format requested. A 'fees notice' will be issued before information is provided and the enquirer 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, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Freedom of Information Officer, Derbyshire Fire and Rescue Service, The Old Hall,
Burton Road, Littleover, Derby, DE23 6EH.

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

WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING

Class of Information	Access	Cost
Service Plan (incorporating 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	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, Standing Operating Procedures and Service Procedures	Hard copy Email	Free

LISTS AND REGISTERS

Registers of Enforcement Action	Website	Free
Asset Register	Hard copy Email	Free
Fleet Register	Hard copy Email	Free
Complaints Log	Website	Free
FOI Disclosure log	Website	Free

THE SERVICE WE OFFER

Advice and guidance	Website	Free
Home Fire Safety Checks	Website	Free
Fire safety enforcement	Website	Free