
Nottinghamshire & City of Nottingham Fire Authority Publication Scheme



*This Nottinghamshire and City of Nottingham Fire Authority
Scheme which covers the Nottinghamshire geographical area*

Our full title and address for sending any documents is:

Nottinghamshire Fire & Rescue Service
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Bestwood Lodge
Arnold
Nottingham
England
NG5 8PD

Telephone:
(0115) 967 0880

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(0115) 926 1081

E-mail:
info@notts-fire.gov.uk

The senior officer responsible for maintenance of this scheme is: Head of Information Services

1. Introduction: what a publication scheme is and why it has been developed?

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) 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; and*
- *Whether the information is available free of charge or on payment.*

The Authority's publication scheme consists of information already published and held by the Authority or information which is to be published in the future. That means that all information in our publication scheme is either available for you on our website to download and print off or available in traditional document form. Information within the publication scheme will be available either free or at a charge – we explain which is free or which will be provided at a charge later in this scheme.

Some information which we hold may not be made public, for example, information about national security or court records.

2. Classes of information published by the Authority

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future – this is split into 'classes' of information.

The 'classes' of information currently published are contained in Section 4 of this Scheme. Details of how the information is or will be published and any fees charged for information contained in the publication scheme are set out in the same section. The classes in the scheme are based on our departmental functions. Under each heading there is a list of the information which we publish which relates to that

function. For example, information under the heading of 'personnel' includes recruitment, training, discipline policies and so on.

3. What we do: Functions of the Nottinghamshire and City of Nottingham Fire Authority and the Nottinghamshire Fire & Rescue Service in Nottinghamshire

The Authority is responsible for carrying out the duties required by the Fire Services Act 1947. These include:

- securing the services of a fire service for its area;
- securing the efficient training of its fire fighters;
- making sure arrangements are in place to receive calls and summon members of the fire Service;
- gathering information on the character of buildings and water supplies;
- securing arrangements to alleviate damage to property in the course of firefighting;
- giving Fire Safety advice; and
- enforcing laws providing for Fire Safety within its area.

The Nottinghamshire and City of Nottingham Fire Authority sets the annual budget and the cost of carrying out its duties are met partly by council tax in each council area and partly by Government grants and business rates. The Authority also carries out other functions, such as rescue services or attending non-fire incidents. These include:

- rescuing trapped and/or injured people where no fire is involved e.g. at road accidents;
- dealing with spillages and accidental release of substances endangering life or the environment e.g. chemical or toxic substances inadvertently released; and
- responding to extreme weather conditions e.g. pumping water from flooded property (for information about this see under Rescue Services below)

As part of its duties laid down in the Fire Services Act 1947, the Authority provides fire advice in the community. This means educating the public about Fire Safety.

The Authority was established in 1998 following Local government reorganisation. Nottinghamshire County Council and Nottingham City Council are the Councils responsible for the Authority but are independent from it. Representative members of each Council sit on the Authority which then oversees the Fire Service's finances, strategies and operations.

4. Classes of Information Currently Published

Class	Sub-Heading	Format of Information	Availability & Cost
Operational – fire fighting & rescue.	Policies / Procedure Manuals – e.g. major incident plans	Internal documents	Information officer (Cost – Free**)
	Fire Cover / Areas	Internal documents	Information officer (Cost – Free**)
	Vehicles / Appliances	Website, internal & public documents	www.notts-fire.gov.uk , Information officer (Cost – Free**)
	Equipment	Website, internal & public documents	www.notts-fire.gov.uk , Information officer (Cost – Free**)
	Water Rescue	Internal documents	Information officer (Cost – Free**)
Class	Sub-Heading	Format of Information	Availability & Cost
Personnel & Training*	Recruitment	Website, internal & public documents, application forms, leaflets	www.notts-fire.gov.uk , Information officer (Cost – Free**)
	Discipline Procedure	Internal documents	Information officer (Cost – Free**)
	Statistics	Internal documents	Information officer (Cost – Free**)
	Equal Opportunities	Website, internal & public documents	www.notts-fire.gov.uk , Information officer (Cost – Free**)
	Operational Training Manuals	Internal documents	Information officer (Cost – Free**)
	Non-Uniformed (excluding personal data)	Internal documents	Information officer (Cost – Free**)

Class	Sub-Heading	Format of Information	Availability & Cost
Occupational Health & Safety	Occupational Health Advice	Internal documents	Information officer (Cost – Free**)
	Risk Assessment – <i>evaluating risks to people</i>	Website, internal & public documents	www.notts-fire.gov.uk , Information officer (Cost – Free**)
Class	Sub-Heading	Format of Information	Availability & Cost
Managing the Service	Guidance on Management	Internal documents	Information officer (Cost – Free**)
	Policies and Procedures	Internal documents	Information officer (Cost – Free**)
	Fire Service Structure	Website	www.notts-fire.gov.uk , (Cost – Free**)
Class	Sub-Heading	Format of Information	Availability & Cost
Plans & Procedures	Corporate Plan	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)
	Best Value Plans	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)
	Strategies <i>e.g. Community Fire Safety</i>	Internal documents	Information officer (Cost – Free**)
	Service Orders <i>e.g. dealing with burning vehicles</i>	Internal documents	Information officer (Cost – Free**)
	Service Plans	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)

Class	Sub-Heading	Format of Information	Availability & Cost
Budgets	Annual Budget	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)
	Financial Summary	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)
	Annual Statement of Accounts	Website, public document	www.notts-fire.gov.uk , Information officer (Cost – Free**)
Class	Sub-Heading	Format of Information	Availability & Cost
Premises (locations of stations etc)	Fire Stations	Website	www.notts-fire.gov.uk (Cost – Free**)
	Training Centres	Website	www.notts-fire.gov.uk (Cost – Free**)
	Headquarters	Website	www.notts-fire.gov.uk (Cost – Free**)
Class	Sub-Heading	Format of Information	Availability & Cost
Purchasing & Supply	Policy Statement – <i>purchasing strategy</i>	Internal documents	Information officer (Cost – Free**)
	Uniforms	Internal information	Information officer (Cost – Free**)
	Operational Equipment	Internal documents	Information officer (Cost – Free**)
	Vehicles, Appliances & Cars	Internal documents	Information officer (Cost – Free**)
	Smoke alarms	Internal documents	Information officer (Cost – Free**)

Class	Sub-Heading	Format of Information	Availability & Cost
Information & Communication Technology	Policies & Strategies <i>e.g. Implementing Electronic Government (IEG) Statement</i>	Website, internal documents	www.notts-fire.gov.uk , Information officer (Cost – Free**)
	Collaborative Projects <i>e.g. Radio Strategy Project</i>	Internal documents	Information officer (Cost – Free**)
Class	Sub-Heading	Format of Information	Availability & Cost
Public Relations	News/Press Releases	Website, public documents	Information officer, Local libraries (Cost – Free**)
	Incidents of interest	Internal documents, public documents	Information officer, Local libraries (Cost – Free**)
	Complaints Procedure	Internal documents, public documents	Information officer (Cost – Free**)
	News Letters	Internal documents, public documnets	Information officer, Local libraries (Cost – Free**)

Class	Sub-Heading	Format of Information	Availability & Cost
Fire Safety	Community Fire Safety Plan – <i>how we promote Fire Safety</i>	Website, public document	www.notts-fire.gov.uk , Local libraries, Information officer (Cost – Free**)
Community Fire Safety	Fire Safety at Home & Community	Website, internal & public documents	www.notts-fire.gov.uk , Local libraries, Information officer (Cost – Free**)
	Fire Safety for Schools / Kids	Website, internal & public documents	www.notts-fire.gov.uk , Local libraries, Information officer (Cost – Free**)
	Statistics	Website, internal & public documents	www.notts-fire.gov.uk , Local libraries, Information officer (Cost – Free**)
	Fire Safety Campaigns	Website, internal & public documents	www.notts-fire.gov.uk , Local libraries, Information officer (Cost – Free**)
Technical Fire Safety & Enforcement	Young Firefighters	Website, internal documents	Information officer (Cost – Free**)
	Other initiatives	Website, internal & public documents	www.notts-fire.gov.uk , Information officer (Cost – Free**)
	Commercial Fire Safety	Website, public document	www.notts-fire.gov.uk , Leaflets, Information officer (Cost – Free**)
	Policy & Procedure	Website, internal documents	Information officer (Cost – Free**)
	Guidance	Website, public documents	www.notts-fire.gov.uk , Local libraries, Information officer (Cost – Free**)
	Statistics	Internal documents	Information officer (Cost – Free**)

Class	Sub-Heading	Format of Information	Availability & Cost
Performance	Best Value Indicators	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)
	BV Performance Plans & Reviews	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)
	Statistics	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)
	Audit Reports*	Internal document	Information Officer (Cost – Free**)
	HM Fire Service Inspectorate Reports	Website, public document	www.notts-fire.gov.uk (Cost – Free**)
	Performance Management	Website, public document	www.notts-fire.gov.uk , Local libraries (Cost – Free**)
Class	Sub-Heading	Format of Information	Availability & Cost
Committees & Partnerships*	Fire Authority	Website, public documents	www.notts-fire.gov.uk , Local libraries Information officer (Cost – Free**)
	Premises	Website, internal document	www.notts-fire.gov.uk , Information officer (Cost – Free**)
	Trades Unions Liaison	Internal documents	Information Officer (Cost – Free**)
	Management Board (from Feb 2003)	Internal documents	Information Officer (Cost – Free**)
	Equal Opportunities	Internal documents	Information Officer (Cost – Free**)
	Local Partnership Agreements <i>e.g. smoke alarms</i>	Internal documents	Information Officer (Cost – Free**)
Class	Sub-Heading	Format of Information	Availability & Cost
Historical Interest	Public information	Website, public documents, internal documents	www.notts-fire.gov.uk , Local libraries, Mansfield Fire Museum, Information Officer (Cost – Free**)

* Some information might be confidential or exempt from publication by law - we cannot therefore publish this.

** All our information that has been stated as 'Cost – Free' refers to information that generally will be free of charge although, due to the broad nature of the classes stated, there will be some instances where a charge will be required. Instances such as these include:

- Requests requiring a large amount of photocopying or reproducing
- Multiple requests
- Requests that will need substantial resources allocated to locate and/or produce the requested information

Any fee charged will be calculated by looking at the costs directly and reasonably incurred locating and/or producing the information you have asked for and giving it to you. More details of the Government's policy on where charges are made and on determining the level of charges is available in Charges for Information: When and How - Guidance for Government Departments and other Crown Bodies. This document is available at http://www.hm-treasury.gov.uk/mediastore/otherfiles/charging_for_info.pdf

Information available on our website

Nottinghamshire and City of Nottingham Fire Authority maintains a website at www.notts-fire.gov.uk and has an ongoing commitment to make as much information available on our website as possible.

5. Other Useful Website addresses

The information you are looking for may also be available from the following organisations or on their websites. The websites listed below are an excellent source of information and if the documents are downloaded or printed off by the enquirer they provide a quick response at little cost.

However, the Authority takes no responsibility nor warrants the accuracy of information contained on the following sites:

Title:	Web Address:
Chief and Assistant Chief Fire Officers Association (CACFOA)	www.fire-uk.org
Office of the Deputy Prime Minister (ODPM) > <i>Fire Health & Safety Directorate</i> > <i>Fire Research Division</i> > <i>Fire Policy Division</i> > <i>Her Majesty's Fire Service Inspectorate</i>	www.odpm.gov.uk/fire
UK Online Government	www.ukonline.gov.uk
Local Government Association (LGA)	www.lga.gov.uk
FireNet International	www.fire.org.uk

6. Making an application for other Information to the Authority

As well as being able to access information which is publicly available under the Publication Scheme we will answer queries under the existing Code of Practice on Access to Government Information. This allows you to write and ask us to supply you with specific information.

You can also apply for a copy of the personal data we hold about you under the Data Protection Act 1998 - that is information relating to an applicant that has arisen through their employment with the Authority or information obtained about an individual through the Authority's statutory functions. There is a fee of £10 and you should contact the Authority's data protection officer at:

Nottinghamshire Fire & Rescue Service,
Headquarters, Bestwood Lodge,
Arnold,
Nottingham,
England,
NG5 8PD.

7. Applications for information after January 2005 under FOIA

After January 2005 you will be able to ask the Authority for information which is not already published elsewhere nor exempt under the FOIA. Under the FOIA you will have the right to ask for information to be provided in a particular way and we will try to meet your request. You will be able to ask for assistance if you have any difficulty

in formulating or making an application by contacting the Authority's Information Officer. We will help you as much as possible but we are not required to look for the information you request unless we have:

- a clear and understandable request with enough detail to locate the information;
- your name and address so we can respond to your request; and
- an indication about the form in which you want the information.

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 exempt information so you will only get the information which is not exempt. You only have a right to information and not necessarily to documents. Some documents may include exempt information so you will only get the information from them which is not exempt.

Any fee charged will be calculated by looking at the costs directly and reasonably incurred locating the information you have asked for and giving it to you. You will then be sent a 'fees notice' which you will have 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 would be above the appropriate limit set by the Government then we will not be under a duty to provide the information. 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 will still be under a duty to advise and assist.

In order to protect the Authority there will be rules which govern multiple applications for information which are clearly trying to avoid the financial limits set by the government. However, we will try to help you as much as possible to get the information you want.

8. Complaints and Feedback

If you want to make any comments about this publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to the Authority's Information Officer at:

Nottinghamshire Fire & Rescue Service,
Headquarters,
Bestwood Lodge,
Arnold,
Nottingham,
England,
NG5 8PD.

Telephone:
(0115) 967 0880

Fax:
(0115) 926 1081

E-mail:
info@notts-fire.gov.uk

If you are not satisfied with the assistance that you get from the Authority or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the office of the Information Commissioner. This is the organisation that ensure compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Telephone:
(01625) 545 745

E-mail:
data@dataprotection.gov.uk.

***This document will be made available in other languages
or on audio cassette upon request.***