

## **FREEDOM OF INFORMATION ACT PUBLICATION SCHEME**

### **This is the Lancashire Combined Fire Authority and Lancashire Fire and Rescue Service Joint Publication Scheme**

Our full title and address for sending any documents is:

Lancashire Fire and Rescue Service  
Headquarters  
Garstang Road  
Fulwood  
Preston  
PR2 3LH

The Officer responsible for Maintenance of this scheme is:

Ms Shirley Rogers, Information Manager, Tel Number 01772 866903  
e-mail: [shirleyrogers@lancsfire.org.uk](mailto:shirleyrogers@lancsfire.org.uk)

#### **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

This publication scheme consists of information already published and held or information which is to be published in the future. That means that all information in our joint publication scheme is either available for you on our website to download and print off or available in traditional document (paper) form. Information within the publication scheme will be available either free or in some cases at a charge - we explain which is free or which may be subject to a charge later in this scheme. However if we feel that information which would incur a charge is too onerous to provide, we reserve the right to refuse to provide the information. In this respect each case will be considered on its merits.

We may also make a charge if you wish to copy or publish information that is provided. The Freedom of Information legislation allows the public access to public sector information. However, it does not grant an automatic right to re-use the information, for instance by copying or publishing it.

Some information that we hold may not be made public, for example information about national security or court records. There will be other categories of exempt information and these will be explained to you if you make an application for information that is not available on our website.

## 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 – for ease of reference this is set out as an A-Z list of the different classes of information, along with what is covered in each 'class' and whether or not there is a charge for the information (see pages 7, 8 and 9).

Details of the 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 Publication Scheme is a 'living' document and will be updated on a regular basis. We are happy to receive comments on the contents of the Publication Scheme. Shirley Rogers, Information Manager. 01772 866903  
e-mail [shirleyrogers@lancsfirerescue.org.uk](mailto:shirleyrogers@lancsfirerescue.org.uk)

The information in the scheme is based on the functions of the Combined Fire Authority and Lancashire Fire and Rescue Service.

## 3 WHAT WE DO: FUNCTIONS OF THE LANCASHIRE COMBINED FIRE AUTHORITY (SECTION 3.1) AND THE LANCASHIRE FIRE AND RESCUE SERVICE (SECTION 3.2)

### 3.1 LANCASHIRE COMBINED FIRE AUTHORITY

#### Background to the Combined Fire Authority

- Established in April 1998 as a result of Local Government Re-organisation and is roughly akin to a Joint Committee.
- The 'combination' is Lancashire County Council, Blackpool Unitary Authority and Blackburn with Darwen Unitary Authority working together to provide a single, integrated Fire and Rescue Service for the geographical area of Lancashire.
- The Fire and Rescue Service is funded by Council Tax payers and Government grants.

#### Statutory Responsibilities of the Combined Fire Authority:

- Under the 2004 Fire and Rescue Services Act, the CFA is responsible for:
  - ◇ Promoting Fire Safety by provision of information and publicity,
  - ◇ Giving advice about how to prevent fires and means of escape from buildings
  - ◇ Extinguishing fires in its area
  - ◇ Protecting life and property in the event of fire
  - ◇ Providing an equipped and trained Fire Service for the Lancashire area along with:
    - training of its staff

- arrangements to receive calls and mobilise fire crews
  - water supplies for Firefighting
  - provision of equipment
- ◇ Responding to Road Traffic Accidents - rescuing people, including:
- training of its staff
  - arrangements to receive calls and mobilise fire crews
  - provision of equipment
- The Fire Authority is responsible for enforcing legislation which covers places where people are employed to work (within prescribed criteria) and Hotels and Boarding Houses. The Authority also acts as agents for other organisations and agencies and carries out inspections, on a goodwill basis, of Theatres, Cinemas, Houses in Multiple Occupation, residential Care Premises etc.
  - The Local Government Act 1999 placed a duty to achieve Best Value on Combined Fire Authorities.
  - Establishment of a Standards Committee with Independent Members (Local Government Act 2000).
  - Promote Racial Equality (Race Relations Amendment Act 2000).
  - In addition to legislation, the Government has given the Fire Service National Standards and Targets to achieve in relation to:
    - ◇ Reducing fire deaths, deliberate fires and building fires
    - ◇ The recruitment of females and members of the ethnic minority communities.
    - ◇ Implementation of Electronic Government
    - ◇ Reducing sickness absence and ill health retirements
    - ◇ Development of an Integrated Risk Management Plan

#### Integrated Risk Management Plan

In June 2003 the Deputy Prime Minister presented a White Paper entitled 'Our Fire and Rescue Service'. In essence this was a Statement of Intent by the Government to reform and transform the UK Fire Service. Part of the reforms required all Fire Authorities to change the way in which they are organised by moving away from prescriptive National Standards to a situation where Services are provided on the basis of risk. The IRMP sets out the Fire Authorities vision for the period 2004-2009 and each year will be supplemented by Action Plan.

### 3.2 LANCASHIRE FIRE AND RESCUE SERVICE

#### **WHAT WE ARE DOING**

- Providing a free phone number 0800 1691125 for the public to use to obtain fire safety advice or arrange a home fire safety check.
- Ongoing chip pan unit displays to promote safer use.
- Child Safe – an educational programme presented to years 2 and 6.

- Backfire presentations in schools used to address trends of fire setting in areas around schools.
- Intervention programmes:
  - ◊ Fire awareness child education (FACE) – ages 4-12, educational programme for addressing suspected fire setting behaviour in young children;
  - ◊ Firesetter programme – educational programme for young people who have set fires and require a more in depth approach than the FACE programme.
  - ◊ Arson programme – ages 10-17, educational programme to prevent young offenders of arson from re offending.
- Flare – a five-day short intervention course held at Service Training Centre with young people from the Youth Offending Teams.
- Streetwise – a multi agency safety information day for year 6 pupils.
- Young firefighters scheme involving 12-18 age group.
- Fire service personnel carry out home fire safety checks in people's homes installing smoke alarms as appropriate.
- Working in partnership with Social Services to fit smoke alarms for the hard of hearing in people's homes.
- Malicious 999 callers using mobiles will be sent a text message letting them know that a repeat offence will result in their phone being rendered unusable.
- Working to encourage the fitting of sprinklers in homes and schools.
- Working within multi-cultural communities by attending and focusing specific fire safety messages during the annual festivals of Diwali and Eid.
- Enforcing fire safety legislation to ensure that public buildings etc. meets fire prevention standards.
- Reducing unwanted fire calls by working in partnership with other organisations.
- Interrogating statistics to ensure fire safety resources are used effectively.
- The Fire Reduction Team based in Burnley, works in partnership with the Youth Offending Team and provides recreational activities with young people that have committed arson or malicious call offences.
- Our structure mirrors that of many other local authorities to aid closer working.

**Fire Stations** are often the part of the Service best known to the public. The location of each of the 39 fire stations, the number of firefighters, fire engines and specialist equipment available is based on the need to respond in the shortest possible time.

### Area Structure

The Service currently has six Area Commands. Each has an Area Commander who is responsible for fire and rescue services and community fire safety.

#### Districts

<b>Area</b>	<b>District Council/Unitary Authorities</b>
Northern	Lancaster Wyre
Western	Blackpool Fylde
Central	Preston South Ribble
Southern	West Lancs Chorley
Eastern	Blackburn with Darwen Hyndburn Ribble Valley
Pennine	Burnley Pendle Rossendale

### Special Services/Rescues

Incidents other than fires are called Special Services. These include road traffic accidents, animal rescues, lift rescues, extracting people from a wide range of difficult or dangerous situations and dealing with spillage of chemicals. The Fire and Rescue Service has special equipment for dealing with such situations including staff trained in rope rescue techniques.

A number of staff are volunteer members of the United Kingdom Fire Service Search and Rescue Team and receive special training in dealing with collapsed buildings and major civil disorder.

The 'staff' of the organisation also include two highly trained fire investigation 'experts'. These are Burney and Cracker who are Fire Investigation dogs. They are used following fires to help assess if the fire was deliberately started.

As a result of the attack on the World Trade Centre and Pentagon on 11 September 2001, the Government have identified a role for the Fire Service in dealing with, Chemical, Biological, Radiation and Nuclear Incidents particularly in the area of mass decontamination.

The Fire Authority fulfils its responsibilities via operation of the Lancashire Fire and Rescue Service.

## CLASSES OF INFORMATION CURRENTLY PUBLISHED

Class	Sub-Heading	Free or Subject to Charge
Budgets	<ul style="list-style-type: none"> <li>Annual Budget</li> <li>Annual Statement of Accounts (<b>from 1998</b>)</li> <li>Devolved Financial Management System</li> <li>Financial Summary</li> </ul>	<ul style="list-style-type: none"> <li>Free – website</li> <li>Free – website</li> <li>Free – website</li> <li>Free</li> </ul>
Community Fire Safety	<ul style="list-style-type: none"> <li>Arson Reduction</li> <li>Community FS Plan – how we promote Fire Safety</li> <li>Fire Safety Campaign</li> <li>Fire Safety at Home and Community</li> <li>FS for Schools/Kids</li> <li>Hoax Calls Reduction Initiatives</li> <li>Policies and Procedures</li> <li>Princes Trust</li> <li>Statistics</li> <li>Service Structure</li> <li>Young Firefighters</li> </ul>	<ul style="list-style-type: none"> <li>Free – website</li> <li>Free – website</li> <li>Free – website</li> <li>Free – website</li> <li>Free – website</li> <li>Free – website</li> <li>Free – website</li> <li>Charge</li> <li>Free – website</li> <li>Free – website</li> <li>Charge</li> <li>Free – website</li> </ul>
Fire Authority	<ul style="list-style-type: none"> <li>Background to:</li> <li>Constitutional Documents</li> <li>Responsibilities</li> <li>Membership</li> <li>Minutes and Agenda of Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Free – website</li> <li>Free – website</li> <li>Free – website</li> <li>Free – website</li> <li>Free from website for meetings from September 2002</li> <li>Charge before that date</li> </ul>
Firefighting and Rescue	<ul style="list-style-type: none"> <li>Areas</li> <li>Equipment</li> <li>Fire Cover</li> <li>Fire Engines, Special Rescue Vehicles, Vehicle Maintenance</li> <li>Off Shore Firefighting</li> <li>Policies/Procedures Manuals</li> <li>Special Services</li> <li>Rope Rescue Team</li> <li>Vehicle/Appliances</li> </ul>	<ul style="list-style-type: none"> <li>Free – website</li> <li>Charge</li> <li>Charge</li> <li>Charge</li> <li>Charge</li> <li>Charge</li> <li>Free</li> <li>Charge</li> <li>Charge</li> </ul>
Fire Investigation	<ul style="list-style-type: none"> <li>Procedures/Policies</li> </ul>	<ul style="list-style-type: none"> <li>Charge</li> </ul>
Health & Safety – advice to staff	<ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Occupational Health Advice</li> <li>Risk Assessment</li> <li>Statistics</li> </ul>	<ul style="list-style-type: none"> <li>Charge</li> <li>Charge</li> <li>Charge</li> <li>Charge</li> </ul>

The majority of records are only retained for seven years.

NB: If the cost is £450 or below there is no charge for finding the information, however we can charge the costs of postage, printing and photocopying. If the cost will be above £450 and we decide to meet the request for information, in identifying the charge we will take into account staff time and the costs of providing the documents.

<b>Class</b>	<b>Sub-Heading</b>	<b>Free or Subject to Charge</b>
Information and Communication Technology	<ul style="list-style-type: none"> <li>• Communications Networks</li> <li>• Communications Procedures</li> <li>• Equipment: Software and Hardware</li> <li>• Implementing Electronic Government Statement</li> <li>• IT Development</li> <li>• Mobilising System</li> <li>• Policies &amp; Strategies</li> <li>• Radio Communications System</li> <li>• Technical Specifications</li> <li>• Vehicle Mounted Data System (computers in Fire Engines)</li> </ul>	<ul style="list-style-type: none"> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Free</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> </ul>
Performance	<ul style="list-style-type: none"> <li>• Audit Reports</li> <li>• Best Value Indicators</li> <li>• BV Performance Plans and Reviews</li> <li>• Local Indicators</li> <li>• Performance Management – Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> </ul>
Personnel and Training	<ul style="list-style-type: none"> <li>• Commendations and Citations – (awards to staff for bravery)</li> <li>• Equal Opportunities Policies</li> <li>• Discipline Procedure</li> <li>• Fire Service National Benevolent Fund</li> <li>• In House Occupational Health Scheme</li> <li>• Integrated Personnel Development System (IPDS)</li> <li>• Job Descriptions for Posts of Employment</li> <li>• Non-Uniformed Staff</li> <li>• Operational Training Manuals</li> <li>• Pension Information</li> <li>• Recruitment (Information about the process)</li> <li>• Staff Cover Arrangements</li> <li>• Statistics</li> <li>• Training Strategy</li> <li>• Terms and Conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Charge</li> <li>• Free – website</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Free – website</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> </ul>
Plans and Procedures	<ul style="list-style-type: none"> <li>• Best Value Plans</li> <li>• Service Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Free – website</li> <li>• Charge</li> </ul>
Premises (locations of stations etc)	<ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Fire Stations</li> <li>• Training Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> </ul>

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<b>Class</b>	<b>Sub-Heading</b>	<b>Free or Subject to Charge</b>
Public Relations	<ul style="list-style-type: none"> <li>• Complaints Procedure</li> <li>• Incidents of interest (maybe subject to restriction)</li> <li>• Newsletters</li> <li>• News/Press Releases</li> <li>• Open Days/Fund Raising</li> </ul>	<ul style="list-style-type: none"> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> </ul>
Purchase and Supply	<ul style="list-style-type: none"> <li>• Equipment</li> <li>• Operational Equipment</li> <li>• Smoke Alarms</li> <li>• Stationery</li> <li>• Uniforms</li> <li>• Vehicles, Appliances and Cars</li> </ul>	<ul style="list-style-type: none"> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> <li>• Charge</li> </ul>
Technical Fire Safety and Enforcement	<ul style="list-style-type: none"> <li>• Commercial Fire Safety</li> <li>• Fire Certificates</li> <li>• Guidance</li> <li>• Policy &amp; Procedure</li> <li>• Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> <li>• Free – website</li> <li>• Charge</li> </ul>

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Information on the above topics will be found in official publications, internal documents or website. Over time we will put as much information as possible onto our website.

• **Information available on our website:**

Lancashire Combined Fire Authority maintains a website at [www.lancsfire.gov.uk](http://www.lancsfire.gov.uk) and has an ongoing commitment to make as much information available on our website as possible. The Lancashire Fire and Rescue Service website is [www.lancsfire.org.uk](http://www.lancsfire.org.uk)

## 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 or warrants the accuracy of information contained on the following sites:

'Lord Chancellor's Department - [www.lcd.gov.uk/foi](http://www.lcd.gov.uk/foi)  
Information Commissioner - [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)  
Public Record Office - [www.pro.gov.uk/recordsmanagement/](http://www.pro.gov.uk/recordsmanagement/)  
Campaign for Freedom of Information - [www.cfoi.org.uk](http://www.cfoi.org.uk)  
Constitution Unit - [www.ucl.ac.uk/constitution-unit](http://www.ucl.ac.uk/constitution-unit)  
Improvement and Development Agency for Local Government - [www.idea.gov.uk](http://www.idea.gov.uk)

- Chief Fire Officers Association (CFOA)  
- [www.fire-uk.org](http://www.fire-uk.org)
- Dept of Communities & Local Government – [www.communities.gov.uk](http://www.communities.gov.uk)
- UK Online Government - [www.ukonline.gov.uk](http://www.ukonline.gov.uk)
- Local Government Association (LGA) - [www.lga.gov.uk](http://www.lga.gov.uk)
- FireNet International - [www.fire.org.uk](http://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 application 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  
e-mail [shirleyrogers@lancsfirerescue.org.uk](mailto:shirleyrogers@lancsfirerescue.org.uk)

## 7 APPLICATIONS FOR INFORMATION AFTER JANUARY 2005 UNDER FREEDOM OF INFORMATION ACT

Since January 2005 you have been able to ask the Authority for information which is not already published elsewhere or 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 Shirley Rogers, Information Manager, Telephone No 01772 866903 e-mail: [shirleyrogers@lancsfirerescue.org.uk](mailto:shirleyrogers@lancsfirerescue.org.uk) and we would always advise this approach as the Combined Fire Authority and Fire and Rescue Service have (like all public bodies) vast amounts of information. 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, written (electronic or in paper form) 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 (not all information will be available electronically)

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.

You may be charged a fee for locating information not available on the website. However, we can only refuse to answer a request on the grounds of cost if it would cost more than £450, which equates to about two and half days of searching time.

When calculating whether answering a request would exceed the appropriate limit, we can take account of the costs involved in the following activities:

- determining whether the information is held
- locating and retrieving it, and
- extracting the information (including editing)

We cannot take account the costs of considering whether information is exempt under the Act. If your enquiry is subject to a fee, you will 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 ie £450 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 the first instance it will be best to discuss your requirements so that costs can be kept to a minimum.

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 Freedom of Information Officer who is Ms Shirley Rogers, Information Manager, Lancashire Fire and Rescue Service, Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH Telephone Number 01772 866903 e-mail [shirleyrogers@lancsfireandrescue.org.uk](mailto:shirleyrogers@lancsfireandrescue.org.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 ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted:

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

or Enquiry/Information Line: 01625 545 745 e-mail [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)

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