

Central Scotland Joint Fire & Rescue Board Publication Scheme

Produced as required by the Freedom of Information (Scotland) Act 2002

SECTION 1: INTRODUCTION TO THE PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to Section 11 – How to access information not available under the scheme.

SECTION 2: ABOUT CENTRAL SCOTLAND JOINT FIRE & RESCUE BOARD

Central Scotland Joint Fire & Rescue Board was established by Section 34 of the Local Government etc (Scotland) Act 1994 and the Central Scotland Combined Fire & Rescue Area Amalgamation Scheme Order 1995. This Order provided for Falkirk, Stirling and Clackmannanshire Councils becoming amalgamated for Fire purposes into the Central Scotland Joint Fire & Rescue Board. The Board consists of 11 Councillors appointed as follows:-

- 6 members appointed by Falkirk Council
- 3 members appointed by Stirling Council
- 2 members appointed by Clackmannanshire Council

Members of the Board are appointed by each of these Councils following each Local Authority election.

The Board has a number of statutory duties and responsibilities. The main ones are to:

- set the budget for Central Scotland Fire & Rescue Service and provide the Chief Fire Officer with the resources necessary to an efficient effective fire and rescue service;
- make arrangements to secure best value and participate in community planning;
- appoint the Chief Fire Officer and Directors.

The Board shares responsibility for Central Scotland Fire & Rescue Service with the Chief Fire Officer who is responsible for operational matters and with the Scottish Ministers.

The Board is supported by a Clerk and Treasurer who give administrative support and professional advice. Currently the Clerk and Treasurer are the Acting Director of Law and Administration, Falkirk Council and the Director of Finance, Falkirk Council respectively. The Board currently meets 5 times a year with meetings rotating annually between Falkirk, Stirling and Alloa. In addition, business is conducted through the following Committees - Resources and Joint Consultative, Best Value and Scrutiny, Appeals and Appointment Committee.

All meetings, unless specified, are open to the public and papers are available in advance of meetings.

SECTION 2b: ABOUT CENTRAL SCOTLAND FIRE & RESCUE SERVICE

Following the introduction of the Local Government etc (Scotland) Act 1994 and local government reorganisation in 1996, the current fire and rescue services were established. Section 36 of the Act allows for the creation of fire and rescue authorities which are run by joint boards, other than Fife and Dumfries and Galloway where the fire and rescue authority is a function of the unitary authority. The responsibility for the provision of a fire and rescue service lies with the fire authority.

Central Scotland Fire and Rescue Service has responsibility for the provision of a fire and rescue service for the Clackmannan, Falkirk and Stirling areas. Day to day running of the service is devolved to the Chief Fire Officer. The Service has a statutory duty under the Fire (Scotland) Act 2005 to provide services in the following areas:

- Fire safety
- Firefighting
- Road traffic collisions
- Other emergencies as identified by 'additional functions' orders issued by Scottish Ministers

Other emergencies includes incidents such as mass decontamination (decontamination following incidents involving chemicals or hazardous materials), large scale structural collapse and urban search and rescue, amongst other things.

Day to day issues are dealt with by **Central Scotland Fire and Rescue Service**, while policy and financial decisions are ratified by the Board. This Publication Scheme, like other information required by statute, is presented by **Central Scotland Joint Fire and Rescue Board**.

SECTION 3: PREPARING THE PUBLICATION SCHEME

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

In preparing this publication scheme, we have tried to ensure that a wide range of information is made easily accessible to the public. We have undertaken a review of information requests received in order to ensure that information that is in the public interest is included in the scheme.

SECTION 4: ACCESSING INFORMATION UNDER THE SCHEME

Information available under our publication scheme will normally be available through the routes described below. Section 12 – Classes of Information – Central Scotland Fire and Rescue Board and 12(b) – Classes of Information – Central Scotland Fire and Rescue Service provide more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.

Online:

Most information listed in our publication scheme is available to download from Falkirk Council’s website <http://www.falkirk.gov.uk>

Information relating specifically to the Central Scotland Fire and Rescue Service as identified in section 12(b) is available on Central Scotland Fire and rescue Service’s website <http://www.centalscotlandfire.gov.uk>

If you are still having trouble finding any document listed under our scheme, then please call Brian Pirie, Assistant to the Clerk on 01324 506110 for further assistance.

By email:

If the information you seek is listed in our publication scheme but is not published online, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary. Our contact email address is brian.pirie@falkirk.gov.uk

By phone:

Information can also be requested from us over the telephone. Please call Brian Pirie on 01324 506110 to request information available under this scheme.

By post:

All information under the scheme will normally be available in paper copy form. Please address your request to:

Brian Pirie
Central Scotland Joint Fire & Rescue Board
Municipal Buildings
West Bridge Street,
Falkirk
FK1 5RS

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 6: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact Brian Pirie using the contact details listed above who will be happy to help.

Other languages or formats:

We aim to meet your requests for translated information or alternative formats wherever practicable.

SECTION 5: INFORMATION THAT WE MAY WITHHOLD

All information covered by our publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in Section 12 – Classes of Information. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it

may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to Section 10 – Complaints

SECTION 6: OUR CHARGING POLICY

All information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where the number of copies requested exceeds 50 sides of paper or the request is for multiple copies of a single document, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:

We may pass on postage charges to the requester at the cost to the Board of sending the information by first class post.

SECTION 7: OUR COPYRIGHT POLICY

Central Scotland Joint Fire & Rescue Board holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may, however, contain information where the copyright holder is not Central Scotland Joint Fire & Rescue Board. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate

where we do not own the copyright on documents within Section 12 – Classes of Information.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

SECTION 8: OUR RECORDS MANAGEMENT AND DISPOSAL POLICY

Central Scotland Joint Fire & Rescue Board has adopted the Records Retention Schedule produced by Falkirk Council in respect of all documents that it creates and holds. Central Scotland Fire and Rescue Service is currently implementing the Schedule. This Schedule sets out the lengths of time for which all types of records must be held. This means that whilst FOISA is retrospective, it is only possible to provide copies of our records that are still in existence. A copy of the Schedule is available on our website at [link to be inserted]. We have also adopted Falkirk Council's Records Management Policy which is included in the Policies section of this publication scheme and a copy is available at <http://www.falkirk.gov.uk>

SECTION 9: FEEDBACK

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would like to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:

- other information that you would like to see included in the scheme;
- whether you found the scheme easy to use;
- whether you found the publication scheme useful;
- whether our staff were helpful;
- other ways in which our publication scheme can be improved.

Please send any comments or suggestions to:

Brian Pirie
Central Scotland Joint Fire & Rescue Board
Municipal Buildings
West Bridge Street,
Falkirk
FK1 5RS

Tel: 01324 506110

Fax: 01324 506071

Email: brian.pirie@falkirk.gov.uk

SECTION 10: COMPLAINTS

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Brian Pirie
Central Scotland Joint Fire & Rescue Board
Municipal Buildings
West Bridge Street,
Falkirk
FK1 5RS

Tel: 01324 506110
Fax: 01324 506071
Email: brian.pirie@falkirk.gov.uk

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.

SECTION 11: HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to:

Brian Pirie
Central Scotland Joint Fire & Rescue Board
Municipal Buildings
West Bridge Street,
Falkirk
FK1 5RS

Email: brian.pirie@falkirk.gov.uk

Charges for information which is not available under the scheme:

The charges for information which is available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which is not available under the scheme the charges will be based on the following calculations:

General information requests:

While FOISA does allow us to charge a fee for the provision of information that is not available under the terms of the Publication Scheme, Central Scotland Joint Fire & Rescue Board has chosen not to do so. Central Scotland Joint Fire & Rescue Board will therefore not levy any charge for information which costs us £600 or less to process. Information requests that cost us more than £600 to process will generally be refused.

Charges for environmental information:

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to Central Scotland Joint Fire & Rescue Board of providing the information. However, as with requests for information processed under FOISA, requests for environmental information costing us £600 or less to process, based on a maximum hourly rate of £15 will be provided without cost.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data:

You are entitled to request your personal data from Central Scotland Joint Fire & Rescue Board under the Subject Access provisions contained in Section 7 of the Data Protection Act 1998. Central Scotland Joint Fire & Rescue Board does not charge a fee for the processing of subject access requests.

SECTION 12a: CLASSES OF INFORMATION – CENTRAL SCOTLAND JOINT FIRE AND RESCUE BOARD

Master Information Class **WHO WE ARE**

Section Title	Information Items	Description	Refresh and retention details
Board's current membership	Details of membership	Names and photographs of Board members	Current information, update when change occurs
Contact details	Central Scotland Joint Fire & Rescue Board contact details	Contact names, addresses, phone numbers and email addresses for Central Scotland Joint Fire & Rescue Board	Current information, update when change occurs

Master Information Class **WHAT WE DO**

Section Title	Information Items	Description	Refresh and retention details
Role and responsibilities	The Board's role and statutory responsibilities	Summary outlining the role of the Board and its statutory responsibilities	Current information, update when change occurs

Master Information Class	HOW WE WORK
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Section Title	Information Items	Description	Refresh and retention details
Meetings	Calendar of Board and sub-committee meetings	Timetable of meetings for the Board and its sub-committees containing dates, times and locations	Current information, update when change occurs
	Agendas and Reports	Copies of agendas and reports of business considered by the Board and its sub-committees (except for Reports which are confidential or exempt under the provisions of the Local Government (Scotland) Act 1973	Electronic copies of Agendas and Reports will be retained on the publication scheme for the current and previous years back to 2004.
	Minutes	Copies of the minutes of the business considered by the Board and its sub-committees	Minutes will be posted when approved, normally at the next meeting. Electronic copies of the Minutes will be retained on the publication scheme for the current and previous years back to 2004.
	Committee Structure and terms of reference	Details of the structure, remit and membership of the Board and its sub-committees	Current information, update when change occurs
	Standing Orders and Financial Regulations	The Board's Standing Orders and Financial Regulations govern how the administration of the Board is conducted	Current information, update when change occurs

Section Title	Information Items	Description	Refresh and retention details
Rules as to how members carry out their responsibilities	Members' Code of Conduct	Code setting out how members are required to conduct themselves in undertaking their duties in public office	Current information, update when change occurs
	Members' Register of Interests	Details of interests declared by members as being relevant to the business of the Board	Current information from date of appointment, update when change occurs
	Members' Gifts and Hospitality Register	Details of Gifts and Hospitality recorded by members of the Board	Current information from date of appointment, update when change occurs

Master Information Class	POLICIES AND SCHEMES
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Section Title	Information Items	Description	Refresh and retention details
Policies	Policy Documents	Copies of the Board's formally approved policies, where developed, which set out the broad principles of our approach to making decisions or dealing with particular issues or aspects of our work	Current information, update when change occurs
	Standing Orders and Financial Regulations	The Board's Standing Orders and Financial Regulations govern how the administration of the Board is conducted	Current information, update when change occurs
Equality Schemes	Race Equality Scheme	The Board is required to maintain a Race Equality Scheme in terms of the Equalities legislation	Current information, update when change occurs
	Disability Equality Scheme	The Board is required to maintain a Disability Equality Scheme in terms of the Equalities legislation	Current information, update when change occurs
	Gender Equality Scheme	The Board is required to maintain a Gender Equality Scheme in terms of the Equalities legislation	Current information, update when change occurs

Master Information Class	PERFORMANCE AND MONITORING
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Section Title	Information Items	Description	Refresh and retention details
Finance	Reports	Copies of reports published by the Board in relation to its financial administration including Statement of Accounts, Financial Plan, Annual Capital Budget, Annual Revenue Budget and Treasury Management Annual Reports	Electronic copies will be retained on the publication scheme for the current and previous years back to 2004.
Audit	Reports	Copies of reports published by the Board in relation to the audit of its administration including internal audit and annual assurance statements, Annual Report from the External Auditor and Best Value Reviews	Electronic copies will be retained on the publication scheme for the current and previous years back to 2004.
Procurement Information	Procurement policies and procedures	The Board's Standing Orders and Financial Regulations govern the procurement and tendering processes	Current information, update when change occurs
	List of contracts and values	Details of contracts awarded following a tendering process, as required in the Board's Standing Orders and Financial Regulations, including: <ul style="list-style-type: none"> • Nature of works/goods/services provided; • Name of the contractor; • Value of the contract 	Electronic copies will be retained on the publication scheme for the current and previous years back to 2004.

SECTION 12b: CLASSES OF INFORMATION – CENTRAL SCOTLAND FIRE AND RESCUE SERVICE

Class	Description	Format of information	Availability
How the service is structured and managed	In this class we will make the following documents available: <ul style="list-style-type: none"> ▪ Management structure ▪ Management team agenda and minutes ▪ Service organisation structure ▪ Service Plan ▪ Integrated risk management plan (IRMP) 	Documents Website Minutes	Available on website where possible and in print by request
Budgets - where the service gets its money and how it spends it	In this class we will make the following documents available: <ul style="list-style-type: none"> ▪ Financial Regulations ▪ Annual Budgets – capital and revenue ▪ Annual Statement of Accounts 	Reports Documents Graphs Website	Available on website where possible and in print by request
How we measure our performance	In this class we will make the following documents available: <ul style="list-style-type: none"> ▪ Service plan ▪ Annual performance report ▪ Performance indicators ▪ Audit reports – internal and external 	Reports Documents Website Leaflets	Available on website where possible and in print by request

	<ul style="list-style-type: none"> ▪ Scottish Fire and Rescue Advisory Unit reports ▪ Equality Impact Assessments ▪ Records management policies and ▪ Procedures 		
How we provide our fire fighting, rescue and environmental response	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> • Integrated risk management plans • Business continuity plans • Community Risk Register • Fleet lists (vehicles) <ul style="list-style-type: none"> ▪ Special services – types and charges ▪ Fire reports 	<p>Documents</p> <p>Maps/plans</p> <p>Lists</p> <p>Leaflets/website</p> <p>Reports</p>	<p>Available on website where possible and in print by request</p>
How we ensure the safety and well-being of our community (community fire safety)	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> ▪ General fire safety information ▪ Fire safety national campaigns ▪ Fire safety local initiatives ▪ Community fire safety initiatives ▪ Inspections statistics ▪ Road Traffic Collisions (RTC) initiatives ▪ Other safety initiatives 	<p>Documents</p> <p>Stickers</p> <p>Leaflets</p> <p>Posters</p> <p>Website</p>	<p>Available on website where possible and in print by request</p>
How we recruit, retain and develop our staff	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> ▪ Recruitment policies and 	<p>Applications forms</p> <p>Documents</p> <p>Leaflets</p>	<p>Available on website</p>

	<p>procedures</p> <ul style="list-style-type: none"> ▪ Conditions of service ▪ Discipline policies and procedures ▪ Employee statistics ▪ Pension Scheme information ▪ Integrated Personal Development System (IPDS) ▪ Personnel development schemes ▪ Equality and diversity schemes ▪ Equality forum agenda and minutes ▪ Assessment and Development Centre (ADC) policies and procedures 	<p>Website</p> <p>Graphs</p> <p>Reports</p> <p>Minutes</p>	<p>where possible and in print by request</p>
<p>How we look after the health, safety and welfare of our staff</p>	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> ▪ Health and safety policy ▪ Occupational health advice ▪ Workplace risk assessments ▪ Health and safety committee agenda and minutes ▪ Welfare arrangements ▪ Health and safety statistics 	<p>Documents</p> <p>Reports</p> <p>Graphs</p> <p>Website</p>	<p>Available on website where possible and in print by request</p>
<p>How we communicate with our stakeholders</p>	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> ▪ Stakeholder consultation ▪ Media relations ▪ Complaints – procedure and 	<p>Documents</p> <p>Reports</p> <p>Leaflets</p> <p>Press releases</p> <p>Newsletters</p>	<p>Available on website where possible and in print by request</p>

	<p>statistics</p> <ul style="list-style-type: none"> ▪ Newsletters ▪ Events ▪ Partnership register 	Website	
How we use Information Technology to support our service provision	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> ▪ IT use policies ▪ IT strategy 	<p>Documents</p> <p>Reports</p> <p>Specifications</p>	Available on website where possible and in print by request
How we purchase our supplies and equipment	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> ▪ Procurement policy ▪ Terms and conditions, lists of suppliers ▪ Procurement statistics ▪ Collaborative agreements 	<p>Documents</p> <p>Graphs</p> <p>Lists</p>	Available on website where possible and in print by request

Where our fire stations and other properties are	<ul style="list-style-type: none"> ▪ Fire Stations ▪ Training Centres ▪ Headquarters 	Maps Descriptions	Available on website where possible and in print by request
How we ensure the protection of the environment	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> ▪ Environmental policies ▪ Partnership agreements ▪ Utilities consumption ▪ Recycling policies and procedures ▪ Procurement policy and procedures 	Documents Reports Statistics	Available on website where possible and in print by request