



## **South Yorkshire Fire and Rescue PUBLICATION SCHEME**

***This is the Publication Scheme of South Yorkshire Fire and Rescue  
which covers the metropolitan county of South Yorkshire***

Our full title and address for sending any documents is:

**South Yorkshire Fire and Rescue  
18 Regent Street  
Barnsley  
South Yorkshire S70 2HG**

The senior officers responsible for maintenance of this scheme are

**Clerk & Treasurer and  
Deputy Chief Fire Officer**



**South Yorkshire  
Fire & Rescue**  
WORKING FOR A SAFER  
SOUTH YORKSHIRE

## **1. Purpose**

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. Section 19 of the FOIA requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme. The South Yorkshire Fire and Rescue Authority (SYFRA) has adopted the Model Publication Scheme approved by the Information Commissioner, which is valid from 1 January 2009. We have used the definition document for joint authorities and boards. All the information in our publication scheme is either available to you on the [SYFRA website http://www.southyorks.gov.uk](http://www.southyorks.gov.uk); on the South Yorkshire Fire and Rescue Service (SYFR) [website http://www.syfire.gov.uk](http://www.syfire.gov.uk); or in hard copy form on request.

Most of the information listed in our publication scheme is available free of charge. If there is a charge then this is highlighted.

Any enquiries regarding the publication scheme should be addressed to:

The Freedom of Information Coordinator  
South Yorkshire Fire and Rescue  
197 Eyre Street  
Sheffield S1 3FG

Telephone number: 0114 253 2399

## **2. Classes of information published by the authority**

The publication scheme guides you to information which we currently publish (or have recently published) – this is split into ‘classes’ of information. The ‘classes’ of information currently published are contained in sections 4 -10 of this scheme. Under each heading there are details of the information we publish which relates to that aspect of our business.

## **3. Summary of our Functions**

### **3.1 South Yorkshire Fire and Rescue Authority**

Details of the functions and responsibilities of the SYFRA can be found on their [website](#).

### **3.2 South Yorkshire Fire and Rescue**

SYFR are responsible for carrying out the duties required by the [Fire and Rescue Services Act 2004](#) and [The Regulatory Reform \(Fire Safety\) Order 2005](#). These include:

- promoting community fire safety in its area – through education or practical steps such as fitting smoke alarms;
- firefighting and protecting life and property;
- rescuing people from road traffic collisions;
- dealing with other emergencies such as floods, or chemical biological radiological or nuclear incidents, including terrorism

Further information on the national and legislative framework is set out on the Authority's [website](#).

## **CLASSES OF INFORMATION**

### **4. Who we are and what we do**

#### **4.1 Structure of the SYFRA**

- [Details of SYFRA Members](#)
- [Committee structure and meetings](#)
- [Our Constitution](#). The Authority has agreed a document called *Our Constitution*, the purpose of which is to set out in a single place and in clear language how the Authority works, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent, and accountable to local people. Some of these processes are required by the law, whilst others are a matter for the Authority to determine.

#### **Contact information:**

The SYFRA can be contacted via the offices of the [South Yorkshire Joint Secretariat](#) at:

Clerk & Treasurer  
18 Regent Street  
Barnsley  
S70 2HG  
Tel: 01226 772800  
Fax: 01226 772899  
Website: [www.southyorks.gov.uk](http://www.southyorks.gov.uk)

#### **4.2 Structure of the SYFR**

##### **Geographical area of operation**

SYFR provides emergency fire and rescue services to the whole of South Yorkshire, which covers an area of approximately 600 square miles. South Yorkshire has a population of almost 1.3 million across the 4 metropolitan districts of Barnsley, Doncaster, Rotherham and Sheffield.

Currently we deliver our services from within four district management areas that have coterminous boundaries with the local district councils. Due to its size and complexity, Sheffield District is further sub-divided into East and West Districts.

We have 23 fire stations located within the districts, which we support from our [Headquarters](#) in Eyre Street, Sheffield. 18 of these stations are wholetime (staffed 24 hours) and 5 are retained (staff on call).

Click here to go to the [station locator](#) on our website, which you can use to find your local station by entering your postcode.

As of September 2009, we have a fleet of 58 front-line emergency vehicles equipped to deal with an extensive range of emergency situations.

We have a [Training and Development Centre](#) in Sheffield providing specialist training to our staff. Additionally there are support facilities at [Rotherham](#) for both service supplies and fleet maintenance.

## Staff structure of the fire service

We employ (as at November 2009) 1208 staff to fight fires, carry out rescues, enforce fire safety legislation, educate the public in safety matters and provide vital support services.

- [SYFR Service Management Structure](#)
- [SYFR Senior Management Team](#)
- [SYFR Organisation Chart](#)

## Contact information

The Service can be contacted as follows:

South Yorkshire Fire and Rescue HQ  
197 Eyre Street  
Sheffield  
S1 3FG

Tel: 0114 2727202  
Fax: 0114 2532266

Full details are available under [Contact Us](#) on the SYFR website.

## Relationship with other authorities

- The SYFRA receives regular reports about its involvement in the Yorkshire and Humberside Regional Management Board: [archived minutes and reports](#).
- The SYFRA receives regular reports about its involvement in the Yorkshire and Humberside Fire and Rescue Control Centre Limited – see [website](#) and [Regional Control Centre](#).
- SYFR works with other emergency services and agencies within the South Yorkshire Strategic Framework for Emergency Management. See:
- South Yorkshire Emergencies [website](#) and [Local Resilience Forum](#).

## Other partners

As an organisation SYFR is committed to working with our partners to continually improve our services to the community of South Yorkshire. See:

- [Corporate Plan 2008/11](#) – section on Partnerships
- [Corporate Plan 2009/10 Supplement](#) - shows the priorities for each of the Districts and the finalised Local Area Agreements (LAAs).
- Community Safety Directorate Guidance & Procedures Document No 7: [Partnerships](#) (2009)
- [Discover the Spirit](#) – Doncaster Local Strategic Partnership
- [Improvement by Partnerships Strategy 2009/12](#)
- Half-yearly partnerships reports to the [SYFRA Audit Committee](#).
- Partnerships – [update](#) May 2010
- [Crime and Disorder Partnerships in South Yorkshire](#)
- [One Barnsley](#)
- [Rotherham Local Strategic Partnership](#)
- [Rotherham Partnership Community Engagement Framework](#), 2009
- [Safeguarding Adults](#) – South Yorkshire's Adult Protection Procedures

- [Sheffield First Partnership](#)
- [South Yorkshire Casualty Reduction Partnership](#)
- South Yorkshire Safeguarding Children's Board [Child Protection Procedures](#), 2007
- SYFR is also a member of the [Dignity at Work Partnership](#).

## **5. What we spend and how we spend it**

The majority of the Fire Authority's funding is provided directly by the Government in the form of Revenue Support Grant and Business Rates. The remainder is raised via the precept which forms part of the council tax bills issued by the District Councils. However, South Yorkshire Fire and Rescue Authority only sets its budget after taking account of the Government's regulations on capping, the reserves it has available and any income that it generates.

### **5.1 Summary of revenue budget estimates and capital expenditure plans**

- Budget [2007/08](#)
- Budget [2008/09](#). See also papers approved at the SYFRA meeting held on [25 February 2008](#).
- Budget and Medium Term Financial Strategy [2009/10](#)
- Budget [2010/11](#)

### **5.2 Annual statements of accounts and summary of accounts since 2006/07**

#### **5.3 Annual Governance Statements**

- [2008/09](#) and [Governance Improvement Plan 2009/10](#)
- [2007/08](#)
- [2006/07](#)

#### **5.4 Financial audit reports since 2006/07**

#### **5.5 Efficiency Statements**

- [Value for Money Strategy](#) (December 2008)
- [Annual Efficiency Statements](#) 2007/08 and 2008/09

#### **5.6 Staff pay and grading structure**

- [Principal Officers' pay](#)
- [Other staff pay, and staff structure](#)

#### **5.7 Expenses paid to:**

- [Members](#) of the Authority
- [Principal Officers](#)

#### **5.8 Procurement procedures**

- [Contract Standing Orders](#)
- Quarterly reports of contracts let exceeding £20,000: regular reports are made to the SYFRA Audit Committee. These can be found on the SYFRA's [website](#).
- [List of contracts over £75,000](#)

- [General Conditions of Contract](#)
  - [Current Tenders](#)
- 5.9 Internal financial regulations and delegated authority**
- [Financial Regulations](#)
  - [Financial Procedures](#)
  - [Scheme of Delegation to Officers](#)
  - [Treasury Management and Investment Strategy 2009/10](#)
  - [Treasury Management Annual Report 2007/08](#)

**6. What our priorities are and how we are doing**

**6.1 Corporate Plan**

- [Corporate Plan 2009/10 Supplement](#)
- Our key delivery objectives for the [Community](#) and for the [Service](#)
- [IRMP Action Plan 2009/11](#)
- [IRMP Objectives 2009/11](#)
- [SYFR Corporate Plan 2008/11](#)
- [Corporate Plan 2007/10](#)

**6.2 Reports indicating service provision, performance assessments, operational assessment reports**

The Fire and Rescue Service [National Framework 2008/11](#) sets out the Government's expectations for the Service and what is required of Fire and Rescue Authorities to meet those expectations. The Government has a duty under the FRS Act 2004 to produce the Framework and keep it current. Fire and Rescue Authorities must have regard to the Framework in carrying out their duties.

The SYFRA has developed its own Performance Management Framework to comply with this:

**2010/11**

- Key Delivery Targets Review 2010/11 - [report](#)
- Performance Management Framework – [Performance Indicators](#) with targets included for 2010/11

**2009/10**

- SYFRA Performance Management Framework 2009/10 - [report](#)
- Performance Management Framework ([key delivery objectives](#))
- Performance Management Framework ([performance indicators](#))
- [Performance Management Policy](#), July 2009

The Authority receives quarterly reports on aspects of South Yorkshire's performance within the above Framework. These can be found on the SYFRA's [website](#).

We are also subject to an [external inspections](#) framework.

Our key performance documents are as follows:

## 2010/11

### External assessments

### Internal Assessments

- [Internal Audit Strategy and Annual Plan](#) 2010/11

## 2009/10

### External assessments:

- Comprehensive Area Assessments – [background information](#)
- Comprehensive Area Assessment – [Final Framework](#) from April 2009
- [Comprehensive Area Assessment Final Report](#) December 2009
- [Performance measures](#)
- Level 3 – Equality Standard For Local Government [Diversity Peer Assessment Report](#), September 2009
- Operational Assessment Peer Review February 2010

### Internal assessments:

- [Annual Governance Statement](#) 2009/10
- [2009/11 Service Review Programme](#)
- 2009/11 Service Review Programme – [Update Report](#)
- [Data Quality Report 2009](#)
- [Governance Improvement Action Plan 2009/10](#)
- Equality Standard for Local Government Level 3 - Draft [Self Assessment Report 2009](#)
- [Equality and Diversity Annual Report, Winter 2009/10](#)
- 2009/10 [Report on the Risk Register](#)

## 2008/09

### External assessments:

- [Performance Assessment 2008 – Annual Audit and Inspection letter](#)
- [Direction of Travel performance assessment 2008](#)
- [Scrutiny Protocol](#) October 2008.
- Audit Commission [Annual Governance Report](#) 2008/09

### Internal Assessments:

- [Annual Performance Report 2008/09 Executive Summary](#)
- [Data Quality Report 2008](#)
- [Annual Review of Complaints & Compliments 2008-09](#)
- SYFRA Audit Committee Annual Report 2008/09
- [Internal Audit Annual Report 2008/09](#)
- [Review of Progress](#) as against the Equality Standard for Local Government Level 1-3 and [Improvement Plan](#), June 2008
- [2008/09 Annual Risk Update](#) and [Risk Register](#)

## 2007/08

### External assessments:

- Audit Commission [Performance Assessment Framework 2007/08](#)
- [Comprehensive Performance Assessment](#)
- [Corporate Performance Report](#) 2007/08

- Audit Commission report [Your Business @ Risk](#) 2007/08
- Audit Commission [Annual Governance Report](#) 2007/08

#### **Internal assessments:**

- [Audit Committee Annual Report 2007/08](#)
- [Corporate Risk Register 2007/08](#)

#### **Other internal assessments**

- [Equality Impact Assessments](#)
- Complaints and Compliments: regular reports are made to the SYFRA Audit Committee. These can be found on the SYFRA's [website](#).
- Freedom of Information statistics: regular reports are made to the SYFRA Audit Committee. These can be found on the SYFRA's [website](#).
- SYFR's Corporate Risk Register: regular reports are made to the SYFRA Audit Committee. These can be found on the SYFRA's [website](#).

### **6.3 Joint Strategies**

- [Arson Reduction Strategy](#)
- [Improvement by Partnerships Strategy 2009/12](#)
- [South Yorkshire Strategic Framework for Emergency Management](#)

### **6.4 Statistical information**

- [Emergency calls and incidents](#)

## **7. How we make decisions**

### **7.1 Decision making processes and records of decisions.**

The [SYFRA website](#) gives details of the structure of the Authority and dates of meetings together with agendas, reports, background papers, and minutes of meetings. In addition each Authority meeting is [webcast](#) on the internet. These are our decision making processes and records of decisions.

The information relating to Authority meetings is for the current year and previous years back to 2005:

- [Schedule of meetings open to the public](#)
- [Agendas and approved minutes of the authority and authority sub-committees](#)  
The above link also provides background papers relating to background papers for meetings open to the public and facts and analyses of facts used for decision making.

The decision-making structure of the Service is given in [Part 4](#) of the Authority's document *Our Constitution*.

### **7.2 Public Consultations**

Consulting the public, business community and key strategic partners is a key element in the Authority's approach to policy development, performance planning and service delivery. We

have introduced a [Stakeholder Engagement Board](#) to support our [Communications Strategy](#) and to adopt a targeted approach to consultation/engagement in support of the corporate planning cycle. Further information is available on the SYFRA website at [Community Involvement](#).

Follow this link for results of [consultation](#) on the [Integrated Risk Management Plan 2009/11](#). We welcome feedback in relation to any issue to do with South Yorkshire Fire & Rescue. See [Contact Us](#).

## **8. Our Policies and Procedures**

### **8.1 Policies and procedures for the conduct of Authority business**

- [Our Constitution](#)
- [Scrutiny Protocol](#) October 2008

### **8.2 Policies and procedures for the provision of services**

- [Accessible Communications Policy](#)
- [Business Continuity Strategy](#)
- [Equality & Diversity Improvement Plan 2010-11](#)
- [Enforcement Policy Statement](#)
- [Environmental Policy and Declaration of Commitment 2007](#)
- [Freedom of Information Policy](#)
- [Incident Command Model](#), February 2010
- [Incident Command Training, Development and Assessment Strategy](#)
- [Integrated Equality and Diversity Scheme 2007-10](#)
- [Integrated Risk Management Plan 2009/11: Report; Appendix 1 – IRMP Objectives 2009-11; Consultation Summary](#)
- [Knowledge Management Strategy](#)
- [Older persons' strategy](#)
- [Policy for the Reduction of False Alarms](#) v3, February 2010
- [Procurement Strategy](#) 2009/11
- [Property Asset Management Plan](#) 2009/10
- [Repairs, Alterations and Maintenance \(RAM\) Policy](#) and 2009/10 [Work Programme](#)
- [Risk Management Policy](#) v.2, September 2009
- [Service Development Programme](#) Dec 2008; [Appendix 1](#) projects; [Appendix 2 Timeline](#); [Appendix 3 costs/benefits](#)
- [Strategic Asset Management Plan 2006](#)
- [Sustainable Procurement Policy](#)
- [SYFR Approach to Equality and Diversity 2010-2014](#)
- [Transport Asset Management Plan](#) 2008/09
- [Water Rescue Response Strategy 2009/12](#) and [Phase 4](#)

### **8.3 Policies and procedures about the employment of staff**

- [Current vacancies](#)
- [Human Resources Strategy](#) 2007/10
- [Absence Management](#) Policy, May 2008
- [Adoption Leave](#), April 2009
- [Career Break Policy](#), November 2007
- [Career Break Procedure](#)
- [Childcare Voucher Scheme](#) Policy, September 2008

- [Community Engagement](#) Policy, May 2008
- [Community Safety Training](#) Policy
- [Confidentiality](#) Policy, September 2008
- Control/Support Staff [Pre-employment Medical Screening](#) Policy, July 2008
- [Corporate Induction](#), March 2008
- [Corporate Staff Probation](#) Policy, January 2009
- [Dignity at Work](#) Policy, January 2008
- [Disciplinary and Grievance Procedure](#), February 2008
- [Managers Guidance Booklet](#), March 2008
- [Discipline, Grievance and Capability Procedures for Principal Officers](#), December 2006
- [Dress Code and Standards of Appearance](#) Policy, September 2008
- [Driving at Work](#) Policy and Guidance, March 2010
- [Dual Contract Working](#) Policy, July 2005
- [Dyslexia and Dyspraxia](#), September 2008
- [Eating and Drinking](#) Policy, May 2008
- [Education, Training and Development Funding](#) Policy, May 2008
- [Employee Code of Conduct](#), October 2009
- [Employee Register of Declarations and Interests](#), October 2009
- [Equal Pay](#) Policy, March 2008
- [Exceptional Circumstance Recruitment](#) Procedure, July 2008
- [Exit Interviews](#), September 2008
- [Extension of Service \(Uniformed\)](#) - Personnel Order Section 28, May 2002
- [Eyesight](#) Policy, June 2008
- [Fire and Emergency Support Unit](#) – Personnel Order Section 27, September 2002
- [First Aid Training](#) Strategy 2008/11
- [Fixed Term Workers](#) Policy, September 2007
- [Flexible Working for Parents and Carers](#), April 2009
- [General Conditions of Secondary Employment](#) – Personnel Order Section 6, September 2008
- [Gifts, Hospitality and Discount Policy](#)
- [Green Travel Plan](#) Dec 2008
- [Hand Hygiene](#) Policy, April 2009
- [Health and Fitness Management \(Uniformed Employees\)](#), August 2009
- [Health Assessments for Night Workers](#), February 2008
- [Health, Work and Wellbeing](#) Policy, July 2008
- [Homeworking](#) Policy, October 2008
- [Immunisation Against Hepatitis B Policy](#), April 2008
- [Inappropriate Printed/Audio Visual Materials in the Workplace](#), August 2008
- Industrial Relations Protocol (in preparation)
- [Internal Transfer](#) Policy and Procedure – Support Staff, April 2008
- [Job Evaluation](#) Policy, October 2007
- [Job Evaluation – Appeal](#) Policy, July 2007
- [Lone Working](#) Policy, January 2009
- [Maternity Leave](#), April 2009
- [Mediation](#) Policy, January 2009
- [Mental Health](#) Policy, August 2008
- [Occupational Health Counselling](#), April 2008
- [Parental and Carers Leave \(Time Off For Dependants\)](#) Policy, October 2007
- [Paternity/Co-Parenting Leave](#), April 2009
- [Pay Protection](#) Policy, September 2007
- [Performance and Capability \(Support\)](#) Policy, June 2009

- [Performance of Probationary Firefighters](#) – Personnel Order Section 29, August 2002
- [Physiotherapy](#) Policy, April 2008
- [Picketing](#) Policy, October 2009
- [Post-incident Support](#) Policy, April 2008
- [Pre-Arranged Overtime \(Operational\)](#), September 2008
- [Promotion Policy and Procedure– Uniformed Staff](#)
- [Provided cars for flexible duty officers](#), December 2006
- [Radio and Public Broadcast](#) Policy, September 2008
- [Recognition and Avoidance of Heat Induced Illnesses](#), May 2009
- [Relocation](#) Policy, October 2007
- [Religious Observance](#) Policy, February 2008
- [Retained Duty System \(RDS\) Firefighters](#) – Personnel Order Section 13
- [Stress](#) Policy, April 2008
- [Substance Misuse](#) Policy, October 2008
- [Supporting Employees with Childcare](#), November 2008
- [Supporting Transsexual Employees](#), December 2008
- [Time Off for Public Duties](#), November 2007
- [Trades Union Paid Time Off and Facilities Agreement – FBU](#), December 2007
- [Trades Union Paid Time Off and Facilities Agreement - Other Recognised Unions](#), September 2007
- [Training and Development](#) Policy, April 2008
- [Violence at Work](#) Policy, April 2008

#### **8.4 Customer service**

- [Commendations Policy](#), November 2009
- [Complaints Policies](#), October 2009
- [Complaints Procedure – Customer Guide](#)
- [Compliments Policy](#), November 2009
- [Corporate Communications Strategy 2009-11](#)
- [Freedom of Information Act 2000 – Internal Review Procedure](#)

#### **8.5 Internal instructions, manuals and guidelines**

- Health and Safety Manual. This is a very long document. Please apply in writing to the FOI Coordinator.

#### **8.6 Records management and personal data policies**

- [Acceptable use of Laptops](#) Policy
- [Data Protection Policy](#)
- [Data Quality Strategy Annual Report](#) 2009
- [Data Sharing](#) Protocol Guidance, July 2009
- [Email Code of Practice](#)
- [Information Systems Security Policy](#), July 2007
- [Internet](#) Policy
- [Mobile Phone](#) Policy
- [Privacy Policy](#)
- [Recording and Use of Visual Images](#), June 2007
- Retention Schedule for Information Received or Created by South Yorkshire Fire and Rescue. This is a very long document. Please apply in writing to the FOI Coordinator.

- [Social Media](#) Policy, October 2009
- [Webcasting Protocol](#), March 2010

## 8.7 Charging Regimes and Policies

- For requests under the Freedom of Information Act:
  - If the information you have requested is referred to in the Publication Scheme for which there is no charge, this is available free. If you want a document that is referred to in the Publication Scheme for which there is a charge, then we will give it to you once you have paid the charge.
  - Other information requested under FOI will generally be available free of charge, although we may make a charge for providing the information to you e.g. postage or photocopying charges. If the estimated cost is more than £450, we do not have to comply with an FOI request. If this is the case, we will let you know our decision and provide you with an opportunity to change your request, so that it costs less than £450.
- For requests for your own personal data: You can 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 on 0114 253 2251. Click [here](#) to read our Data Protection Policy.
- Environmental Information: information requested under the Environmental Information Regulations 2004 will generally be available free of charge, although we reserve the right to make a reasonable charge.

For details of charges for other services, please see Section 10.4.

## 9 Lists and registers

### 9.1 Assets

- The [Fleet List](#) - a list of all the vehicles currently in service with SYFR
- The formal Asset Valuation Register is held at the offices of the Joint Secretariat, 18 Regent Street, Barnsley, S70 2HG. There is a note within the [Statement of Accounts](#) that details how many properties and vehicles are held and a separate note that gives their values.

The following documents also contain Asset Lists:

- [ICT Asset Management Plan](#)
- [Property Asset Management Plan 2009-10](#)

### 9.2 Registers open to public inspection (and arrangements for access to the contents)

- Public Register of Notices Served

The Environment and Safety Information Act 1988 requires Fire Services and local authorities to maintain a register of information concerning the issue of prohibition, alteration and enforcement notices, which must be open to inspection by the public free of charge.

Each entry must state sufficient particulars to convey the substance of the notice to which it relates.

Persons on whom notices are served have a right of appeal against an entry which they think may reveal an industrial secret. They are sent a draft copy of an entry and have 21 days in which to lodge an appeal.

South Yorkshire Fire and Rescue will maintain the register, which will contain information relating to any prohibition (or restriction), alteration or enforcement notices issued by them. Notices will be held in the register for a minimum period of three years.

Definitions of the above mentioned notices:

**Prohibition/Restriction:** Where the Inspecting Officer is of the opinion that the risk to persons in case of fire, is so serious it will be necessary for the Fire Service to prohibit or restrict the use of parts of the premises.

**Alterations:** Where the Inspecting Officer is of the opinion that any structural alterations being made to the premises will constitute a serious risk to relevant persons (whether due to the features of the premises, their use, any hazard present or any other circumstances).

**Enforcement:** Where the Inspecting Officer is of the opinion that the responsible person, being under the obligation to do so, has failed to comply with any provision of the Regulatory Reform (Fire Safety) Order within the time allocated to them.

- Public Register [2009/11](#) available on the SYFR website
- Public Register [2008/09](#) available on the SYFR website
- [Register of Hospitality](#)

Under the Gifts, Hospitality and Discounts Policy, SYFR is required to maintain a Register of gifts, hospitality and discounts received by SYFR personnel. This is available on the SYFR website.

### **9.3 [Freedom of Information Disclosure Log](#)**

Our responses to Freedom of Information requests over the previous 3 years.

## **10. The Services we offer**

### **10.1 Information about the provision of the authority's services**

- [Asset Management](#)
- [Corporate Communications and Administration](#)
- [Emergency Response](#)
  - [999 Control Room](#)
  - [Fire stations](#)
  - [Hoax Calls](#)
  - [Incidents](#)
- [Finance](#)
- [Human Resources](#)
  - [Careers](#)
- [Managing the Service](#)
- [Operational Standards and Safety](#)

- [Civil protection](#)
- [Policy, Programmes and Performance](#)
- [Equality and Diversity](#)
- [Prevention and Protection](#)
- [Advice for commerce/business/employers](#)
- [Advice for premises with paying guests](#)
- [Arson reduction](#)
- Crime reduction – [Youth Courses](#)
- [Education](#)
- [Employees' advice](#)
- [Fire Cadets and Urban Rangers](#)
- [Flooding advice](#)
- [Home Safety advice](#)
- [Home Safety Checks](#) and fitting smoke detectors
- [Legislation](#)
- [Lifewise and Crucial Crew](#)
- [Major emergencies advice](#)
- [One to One Programme](#)
- [Road safety](#)
- [Schools](#)
- [Vulnerable People's Advocate](#)
- [Youth Courses](#)
- [Technical Services](#)
- [Technical Rescue Unit](#)
- [Vehicles](#)
- [Training](#)
- [Training Centre](#)

## 10.2 Regulatory responsibilities and procedures

- [Fire inspections](#)
- [Fire investigations](#)
- Fire Reports. Single copies of Fire Reports are available by written request. These are free, but may have information redacted, in order to comply with the Data Protection Act. They are available on request by contacting:

[KShepherd@syfire.gov.uk](mailto:KShepherd@syfire.gov.uk)

or

K. Shepherd  
 South Yorkshire Fire and Rescue  
 197 Eyre Street  
 Sheffield  
 S1 3FG

- [Fireworks and explosives licences](#)  
 Details of fees payable are available on our website.
- [Petroleum licences](#)  
 Details of fees payable are available on our website.

## 10.3 Leaflets and explanatory booklets

- *Safety Watch* is a free public newspaper, of which an online version is placed on our website.
- *Fireflash* is a periodical publication for SYFR staff.

- Our e-newsletter is a free monthly electronic bulletin for the public and stakeholders containing latest news on campaigns, open days, and other forthcoming events and initiatives. You can sign up for this on our website or telephone 0114 253 2254.
- The *Weekly Bulletin* is an electronic information sheet for staff available on the SYFR intranet.
- For [educational materials](#) please contact [press@syfire.gov.uk](mailto:press@syfire.gov.uk)
- SYFR produces a wide range of campaign materials eg leaflets and posters. For details please contact Alex Mills, [AMills@syfire.gov.uk](mailto:AMills@syfire.gov.uk).

#### **10.4 Services for which the Authority is entitled to recover a fee, together with those fees**

- Charging for hire of SYFR premises. Details on application in writing to the FOI Coordinator
- Professional fire health and safety advisory services. Details on application in writing to the FOI Coordinator.
- [Training courses for businesses](#)
- Special Services

Under Sections 11 and 12 of the Fire and Rescue Services Act 2004 each Fire and Rescue Authority has discretionary power to employ the Fire Service maintained by them, or use any equipment so maintained for purposes other than firefighting. Each Fire and Rescue Authority can also, if it thinks fit, make a charge for such services.

Special Services in general fall into two main categories, either emergency or non-emergency. Within South Yorkshire only non-emergency Special Services, some lift rescues and spills, leaks and chemical incidents on commercial premises will be charged for.

The current charging regime is available [here](#) on our website.

#### **10.5 Media releases**

- [Corporate Communications Office](#)
- [Latest incidents](#)
- [Latest news](#)
- [Photo Gallery](#)
- [Event Calendar](#)

#### **10.6 SYFR Reports on major incidents**

- South Yorkshire Local Resilience Forum *Final Report on the Flooding of Summer 2007* (15 January 2008) which is available on the South Yorkshire Emergencies website at [http://www.southyorkshireemergencies.co.uk/Assets/LRFRptFinal4\\_tcm13-54279.pdf](http://www.southyorkshireemergencies.co.uk/Assets/LRFRptFinal4_tcm13-54279.pdf).