



## **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 to the Fire & Rescue Authority  
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 was updated on 16 June 2014. 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/webcomponents/jsec.aspx) <http://www.southyorks.gov.uk/webcomponents/jsec.aspx>; 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.

In addition to these categories, on the [Open Data/Transparency page](#) of our website we publish the datasets required under the 2014 Local Government Transparency Code of Practice.

### **Open Government Licence**

Unless otherwise stated, you may use and re-use the information featured within the Publication Scheme (not including logos or other graphics) free of charge in any format or medium, under the terms of the Open Government Licence.

When you use this information under the Open Government Licence, you should include the following attribution: South Yorkshire Fire & Rescue, licensed under the Open Government Licence.

For further information see [Open Government Licence](#) (external website).

## 3. **General Outline of our Responsibilities**

### **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 – the fire service**

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

SYFR also has responsibilities under the Government's [Fire and Rescue National Framework for England](#). Details of how SYFR is meeting its obligations were published in a report to the [SYFRA meeting](#) held on 29 October 2012 with an update at the [SYFRA meeting](#) on 28 April 2014.

## **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 to the Fire and Rescue Authority  
18 Regent Street  
Barnsley  
S70 2HG  
Tel: 01226 772800  
Fax: 01226 772899  
Website: <http://www.southyorks.gov.uk/syjshome.aspx>

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

##### **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 1.3 million across the 4 metropolitan districts of Barnsley, Doncaster, Rotherham and Sheffield.

We have 22 fire stations located within the districts, which we support from our [Headquarters](#)

in Eyre Street, Sheffield. 17 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.

To see our Fleet List, click [here](#).

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 31 March 2014) 985 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.
- 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:

- [Partnership Annual Report, 2013/14](#)
- Prevention and Protection Strategy 2013/17
- [South Yorkshire Local Resilience Forum](#)
- [South Yorkshire Safer Roads Partnership](#)

- [Safer Roads and Casualty Reduction Strategy 2011-2016](#)
- The 4 South Yorkshire Safeguarding Children's Boards
- 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 2012/13 and Medium Term Financial Strategy](#)
- [Budget Outturn Report 2012/13](#)
- [Treasury Management Policy Statement, 2012](#)
- [2013/14 Revenue Budget](#)
- [2013/14 Capital Programme](#)
- [2013/14 Treasury Management and Investment Strategy](#)
- [2013/14 Treasury Management Annual Report](#)
- [Outturn Report 2013/14](#)
- [Budget, Precept and Council Tax 2014/15](#)
- [Medium Term Financial Strategy, 2015/16 and beyond](#)
- [Budget, Precept and Council tax 2015/16](#)

### **5.2 Annual statements of accounts 2010/11 – 2013/14** **Summary of accounts 2005/06 to 2009/10**

### **5.3 Annual Governance Statements**

- [Annual Statement of Assurance 2012/13](#)
- [Annual Governance Statement 2013/14](#)
- [Annual Statement of Assurance 2013/14](#)
- [Governance Improvement Plan 2014-15](#)

### **5.4 Financial Audit Reports**

- [Internal Audit Plan, 2015/16](#)
- [Internal Audit Charter & Strategy 2015/16](#)
- [Internal Audit Charter & Strategy 2014/15](#)
- [Internal Audit Plan 2014/15](#)
- [KPMG External Audit Plan 2014/15](#)
- [Anti Fraud and Corruption Strategy Annual Report 2013/14](#)

### **5.5 Staff pay and grading structure**

- Principal Officers' pay - found in the [Statement of Accounts](#)
- [Pay Policy Statement](#), 2013/14

- [Pay Policy Statement](#), 2014/15
- [Pay Policy Statement](#) 2015/16
- [Other staff pay, and staff structure](#)
- [Workforce Profile 2012 & 2013, and 2013 Equal Pay Update](#)

## 5.6 Expenses paid to:

- [Members](#) of the Authority
- Principal Officers 2010/11
- Principal Officers 2011/12
- Principal Officers 2012/13
- Principal Officers 2013/14

## 5.7 Procurement procedures

- [Contract Standing Orders](#), April 2012
- [Procurement Strategy](#), 2013/16
- 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](#).
- [Contracts Register](#)
- [General Conditions of Contract](#)
- [Current Tenders](#)
- [Spending over £500](#)

## 5.8 Internal financial regulations and delegated authority

- [Financial Regulations](#)
- [Financial Procedures](#)
- [Scheme of Delegation to Officers](#)

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

### 6.1 Corporate Plan

- [Strategic Plan 2013-17](#)
- [Operational Plan 2013-17](#)
- Community Fire Risk Model 2013
- SYFR Community Profile 2013
- [Service Plan 2011/13](#)

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

The [Fire and Rescue National Framework for England](#), July 2012 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 Authority receives quarterly reports on aspects of South Yorkshire's performance. These can be found on the SYFRA's [website](#).

## **2014/15**

[Performance Framework for 2014/15](#)

[National Framework Document – Gap Analysis Update](#), April 2014

South Yorkshire FRS Peer Challenge 2014 (Operational Assessment) – [Final Report](#)

[Annual Metropolitan Fire and Rescue Services Benchmarking Report](#)

[SYFRA – New Approach to Risk Management](#), March 2015

## **2013/14**

[Corporate Performance Measures – Targets 2013/14](#)

[Operational Assessment of Service Delivery](#) – SYFR's self-assessment submission

[Annual Metropolitan Fire Services Benchmarking Report](#)

[Annual Review of Risk Management](#), 2013/14

[Annual Corporate Performance Report](#), 2013/14

[Annual Report](#) 2103/14

## **2012/13**

[Final Equality and Inclusion Strategy](#) 2011/13

[Final Annual Workforce Profile](#) 2011

[Diversity Mock Peer Review final report, 2012](#)

[Equality and Diversity Improvement Plan 2012/13](#)

[Annual Report on Regulation of Investigatory Powers Act 2000](#) (RIPA), 2012/13

[Protection \(Technical Fire Safety\) Activity Report](#), 2012/13

[Annual Corporate Performance Report, 2012/13](#)

[Annual Review of Risk Management, 2012/13](#)

[Audit Committee's Annual Report, 2012/13](#)

### **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 Reports by external inspectors**

### **6.4 Joint Strategies**

- Arson Reduction Strategy

- Prevention & Protection Strategy, 2013/17
- Safer Roads and Casualty Reduction Strategy, 2011/16

## 6.5 Statistical information

Stats for South Yorkshire FRS are contained on the following government website:  
Fire and Rescue Service Operational Statistics  
[http://data.gov.uk/dataset/fire\\_and\\_rescue\\_service\\_operational\\_statistics](http://data.gov.uk/dataset/fire_and_rescue_service_operational_statistics)

## 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 2009:

- [Meetings, Agendas, Minutes](#)

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 Engagement](#).

In November 2012 the Authority agreed its new [Consultation Strategy 2013/18](#).

April – June 2013: [Public Consultation on IRMP and Service Plan 2013/15](#).

[Stakeholder Engagement Annual Report, 2012/13](#)

[Stakeholder Engagement Annual Report, 2013/14](#)

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](#)
- [SYFRA Business Plan 2014/15.](#)
- [Annual Scrutiny Review & Update, June 2014](#)
- [Community Right to Challenge Policy, 2014](#)

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

- Accessible Communications Policy, February 2014
- Business Continuity Policy, December 2014
- Business Continuity Strategic Plan, December 2014
- CCTV Policy, v3, March 2007
- Commercial Sponsorship and Advertising Policy and Procedure, September 2010
- Confidential Reporting Policy, updated May 2014
- Crewing Policy, November 2014
- Education Policy, January 2014
- Energy Management Strategy 2011-20, January 2011
- Enforcement Policy, February 2014
- Environmental Policy and Declaration of Commitment 2007
- ICT strategy 2010/15
- Incident Command Model, February 2010
- Incident Command Training, Development and Assessment Strategy
- Policy for the Reduction of False Alarms v4, December 2010
- Prevention and Protection Strategy, 2013/17
- [Procurement Strategy](#) 2013/16
- [Property Asset Management Plan](#) 2012/14
- [Risk Management Policy](#)
- Rotherham and District Drug and Alcohol Strategy
- Safeguarding Children and Vulnerable Adults Policy, April 2010
- Sustainable Procurement Policy, August 2013
- SYFR Local Policies Review Process, February 2011
- Transport Asset Management Plan 2008/09
- Vehicle Strategy 2012/22, February 2012
- Volunteering with SYFR v3, March 2014
- Water Rescue Response Strategy 2009/12 and Phase 4

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

The following policies relating to our staff are available on request. To see a copy of the relevant policy please apply to the [FOI Coordinator](#).

#### [Current vacancies](#)

- [People Strategy](#), 2014/17
- Absence Management Policy, April 2013
- Adoption Leave, Oct 2013
- Annual Leave Policy, March 2014
- Career Break Policy, October 2014

- Career Break Procedure
- Carers Leave (Time off for Dependants) Policy, April 2013
- Childcare Voucher Scheme Policy, June 2013
- Close Proximity Crewing (CPC) draft policy v4, December 2014
- Community Engagement Policy, Oct 2014
- Community Safety Training Policy
- Confidentiality and Release of Personal Records Policy, October 2014
- Control/Support Staff Pre-employment Medical Screening Policy, January 2014
- Corporate Staff Probation Policy, January 2014
- Criminal records policy, July 2014
- Day Staffing draft policy, July 2014
- Dignity at Work Policy, September 2013
- Disability Policy, June 2011
- Disciplinary and Grievance Procedure, February 2008
- Dress Code and Standards of Appearance Policy, October 2013
- Driving – Managing Occupational Road Risk, November 2013
- Dual Contract Working Policy, April 2013
- Dyslexia and Dyspraxia, December 2014
- Early Voluntary Release, November 2012
- Eating and Drinking Policy, May 2008
- Employee Code of Conduct, February 2014
- Employee Performance Management, September 2010
- Employee Register of Declarations and Interests, April 2012
- Equal Pay Policy, January 2013
- Extension of Service (Uniformed) - Personnel Order Section 28, May 2002
- Eyesight Policy, February 2014
- Fire and Emergency Support Unit – Personnel Order Section 27, September 2002
- First Aid Training Strategy 2008/11
- Fixed Term Workers Policy, November 2014
- Flexible Retirement Policy, Dec 2014
- Flexible Working Policy, June 2014
- Flexitime Attendance Scheme, October 2014
- Gifts, Hospitality and Discount Policy, May 2013
- Green Travel Plan Dec 2008
- Half Pay No Pay Policy, October 2014
- Health and Safety Policy, January 2014
- Health and Safety Strategy 2013/17
- Health Assessments for Night Workers, May 2014
- Health Surveillance Policy, February 2015
- Health, Work and Wellbeing Policy, September 2012
- Homeworking Policy, May 2013
- Immunisation Against Hepatitis B Policy, June 2014
- Industrial Relations Protocol (in preparation)
- Internal Transfer Policy and Procedure – Support Staff, Nov 2012
- Interest Free Educational Loan, April 2014
- Job Evaluation Policy, November 2014
- Job Evaluation – Appeal Policy, November 2014
- Job Share Policy, October 2014
- LGPS Discretions Policy, June 2014
- Lone Working Policy, February 2013
- Maternity Leave, May 2013
- Media Relations Procedure, Feb 2012

- Mediation Policy, January 2013
- Mental Health Policy, January 2014
- Modified Duties Policy, October 2012
- Occupational Health Counselling, December 2013
- Occupational Health Re-engagement to Service Medical Policy, March 2013
- Parental Leave Policy, April 2013
- Parking Policy, May 2013
- Paternity/Co-Parenting Leave, May 2013
- Pay Protection Policy, August 2014
- Performance of Probationary Firefighters – Personnel Order Section 29, August 2002
- Physiotherapy Policy, January 2014
- Political Restrictions on Local Government Employees and Politically Restricted Posts, January 2013
- Post-incident Support Policy, April 2008
- Private Medical Funding Policy, September 2012
- Promotion Policy and Procedure– Uniformed Staff
- Provision of vehicles for flexible duty officers, December 2006
- Radio and Public Broadcast Policy, September 2008
- Recognition and Avoidance of Heat Induced Illnesses, May 2014
- Redeployment Policy, August 2014
- Redundancy Policy, August 2014
- Re-engagement policy, March 2013
- Religion or Belief (Supporting Employees) Policy, July 2013
- Relocation Policy, January 2013
- Restructuring Policy, September 2014
- Retained Duty System (RDS) Firefighters – Personnel Order Section 13
- Review of Injury Awards, February 2013
- Secondary Employment, February 2014
- Secondment policy, December 2014
- Self – rostering draft policy, July 2014
- Sickness Absence – Half Pay No Pay, Sept 2012
- Smoking at Work Policy, May 2013
- Stress Policy, January 2014
- Substance Misuse Policy, November 2014
- Supporting Carers policy, September 2014
- Supporting Employees with Childcare, September 2014
- Supporting Transsexual Employees, February 2015
- Time Off for Public Duties, February 2013
- Trades Union Paid Time Off and Facilities Agreement – FBU, 2007
- Trades Union Paid Time Off and Facilities Agreement – Other Recognised Unions, 2007
- Training and Development Policy, April 2008
- Travel Policy, August 2013
- Uniform Progression Policy & Procedure, May 2014
- Violence at Work Policy, November 2014

#### **8.4 Customer service**

- Commendations Policy, December 2011
- Complaints Policy
- [Complaints Procedure – Customer Guide](#)
- Compliments Policy, updated February 2014
- [Corporate Communications Strategy](#) 2011/14

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

- Health and Safety Manual.

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

- Acceptable use of Laptops Policy
- Data Protection Policy, revised December 2010
- Data Quality Strategy, updated August 2011
- Data Sharing Protocol Guidance, July 2009
- Email Policy
- [Freedom of Information Policy](#), Oct 2013
- Freedom of Information Act 2000 – Internal Review Procedure
- Information Security Policy, May 2013
- Internet Policy
- Mobile Phone Policy
- Privacy Policy
- Recording and Use of Visual Images, August 2011
- Retention Schedule for Information Received or Created by South Yorkshire Fire and Rescue.
- Social Media Policy, January 2014
- 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.
- 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](#), July 2014 - list of all the vehicles 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.
- [Building Assets](#)

### 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.

Doncaster District Public Risk Register 2013-15  
Doncaster District Public Risk Register 2011-13  
Doncaster District Public Risk Register 2009-11  
Doncaster District Public Risk Register 2008-09

Barnsley District Public Risk Register 2013-15  
Barnsley District Public Risk Register 2011-13  
Barnsley District Public Risk Register 2009-11

Rotherham District Public Risk Register 2013-15  
Rotherham District Public Risk Register 2011-13  
Rotherham District Public Risk Register 2009-11  
Rotherham District Public Risk Register 2008-09

Sheffield District Public Risk Register 2013-15  
Sheffield District Public Risk Register 2011-13  
Sheffield District Public Risk Register 2009-11  
Sheffield District Public Risk Register 2008-09

## **Gifts and Hospitality**

As part of our Constitution, SYFR is required to maintain a Register of Gifts, Hospitality and Discounts received by SYFR employees.

- [Register of Gifts, Hospitality and Discounts 2014/15](#)

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

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**

Please see our website:  
<http://www.syfire.gov.uk/>

### **10.2 Regulatory responsibilities and procedures**

For details of our responsibilities under legislative fire safety, please see the [Safe at Work section](#) of our website.

### **10.3 Leaflets and explanatory booklets**

- Community Safety Engagement Programme – [brochure](#).
- 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 e.g. 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

- Fire Reports. Single copies of Fire Reports are available by written request. These are available at a cost of £103, but may have information redacted, in order to comply with the Data Protection Act. They are available on request by contacting:

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

or

C. Coombes  
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.
- We charge a standard administration fee of £100 for all Petroleum Environmental Enquiries for business.
- 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).