



South Yorkshire Fire & Rescue

Publication Scheme

2016/17

*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 Authority
18 Regent Street
Barnsley
South Yorkshire
S70 2HG

The senior officers responsible for maintenance of this scheme are:

Clerk to the Fire and Rescue Authority
Deputy Chief Fire Officer



Publication Scheme

Contents

Section	Title	Page No.
1	Purpose	3
2	Classes of information published by the authority	3
3	Who we are and what we do	4
4	What we spend and how we spend it	6
5	What our priorities are and how we are doing	9
6	How we make decisions	12
7	Our Policies and Procedures	13
8	Lists and Registers	18
9	The Services we offer	19



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 and publish information in accordance with a publication scheme. South Yorkshire Fire and Rescue Authority (SYFRA) have adopted the Model Publication Scheme approved by the Information Commissioner and we have used the definition document for joint authorities and boards.

Most of the information listed in our Publication Scheme is available free of charge either on the SYFRA [website](#); or on the South Yorkshire Fire and Rescue Service (SYFR) [website](#). Hard copies of information may be requested and if there is a charge for any of our information 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 2532399

2. Classes of information published by the authority

This Publication Scheme guides you to information which we currently publish (or have recently published) and is grouped into categories of information. The categories of information currently published are contained in sections 3 to 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, we publish on the [Open Data/Transparency](#) page of our website, the datasets required under the 2015 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 and Rescue, licensed under the Open Government Licence.

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



CLASSES OF INFORMATION

3. Who we are and what we do

3.1 Structure of the South Yorkshire Fire and Rescue Authority

[Details of the Fire and Rescue Authority Elected Members](#) - South Yorkshire Fire and Rescue Authority is a statutory body made up of 12 local Councillors from the District Councils of Barnsley, Doncaster, Rotherham and Sheffield.

The primary responsibilities of the Authority are laid down in legislation including the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004 and the Local Government Act 1999 to provide an effective, economic and efficient Fire and Rescue Service. [Who we are? What we do?](#) booklet provides additional information about the role of the Fire and Rescue Authority.

- **Committee Structure and Meetings**

The Fire and Rescue Authority operates through a number of committees as detailed below:

- [South Yorkshire Fire and Rescue Authority](#)
- [South Yorkshire Fire and Rescue Authority Appeals and Standards Committee](#)
- [South Yorkshire Fire and Rescue Authority Appointments Committee](#)
- [South Yorkshire Fire and Rescue Authority Audit and Governance Committee](#)
- [South Yorkshire Fire and Rescue Authority Local Pension Board](#)
- [South Yorkshire Fire and Rescue Authority Principal Officers Review Committee \(A\)](#)
- [South Yorkshire Fire and Rescue Authority Principal Officers Review Committee \(B\)](#)
- [South Yorkshire Fire and Rescue Authority Principal Officers Review Committee \(C\)](#)

[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.

- **Administrative Support to the Authority**

[The South Yorkshire Joint Authorities Governance Unit](#) is a department of Barnsley MBC's Legal and Governance Directorate. Officers provide support services to the South Yorkshire Fire and Rescue Authority.

3.2 Staff structure of South Yorkshire Fire and Rescue

SYFR employ a total of 860 staff (full time equivalent) to fight fires, carry out rescues, enforce fire safety legislation, educate the public in safety matters and provide vital support services as follows. (*figures as at 31 March 2016*)

Wholetime Duty System	587
Retained Duty System	68
Control	26
Support	180

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



- [SYFR Organisational Chart](#)

3.3 Contact information

South Yorkshire Fire and Rescue Authority can be contacted via the offices of the [South Yorkshire Joint Authorities](#) 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>

South Yorkshire Fire and Rescue (*Service*) can be contacted as follows:

South Yorkshire Fire and Rescue
197 Eyre Street
Sheffield
S1 3FG
Tel: 0114 2727202
Fax: 0114 2532266
Website: www.syfire.gov.uk

Full details of our telephone numbers, addresses and email contact addresses are available under [Contact Us](#) on our website.

3.4 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 and 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 four districts, which we support from our Headquarters in Eyre Street, Sheffield. Click here to go to the [fire station locator](#) on our website, which you can use to find your local station by entering your postcode.

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.

3.5 General Outline of our Responsibilities

South Yorkshire Fire and Rescue Authority

South Yorkshire Fire and Rescue Authority (SYFRA) is a statutory body made up of 12 local Councillors from the District Councils of Barnsley, Doncaster, Rotherham and Sheffield. Details of the functions and responsibilities of the SYFRA can be found on their [website](#).

South Yorkshire Fire and Rescue – the fire service

SYFR is responsible for carrying out the duties required by the following:



- [Fire and Rescue Services Act 2004](#)
- [Civil Contingencies Act 2004](#)
- [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 South Yorkshire Fire and Rescue Authority meeting held on [29 October 2012](#) with an update to the Authority at the [28 April 2014](#) meeting and to the South Yorkshire Fire and Rescue Authority Scrutiny Board meeting on 23 June 2016.

3.6 Relationship with other authorities

SYFR works with other emergency services and partner agencies as '[South Yorkshire Emergencies](#)' which was formed by The Local Resilience Forum. This brings together all agencies with a significant role to play in responding to and recovery from the effect of emergencies, and was formed to meet the requirements of the Civil Contingencies Act 2004.

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](#) 2015/16 agenda item 20
- 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](#).

4. 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, the 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.

The Authority's Financial Regulations are provided [here](#).

For 2016/17 the Authority has a budget of £48m which was agreed at the Fire and Rescue Authority meeting held on 15 February 2016. The Authority also agreed a Council Tax increase of 1.97% for 2016/17.



The budget was been set against a total funding allocation of £51m; this allows for some £3m to be set aside for investment requirements within the Medium-Term Financial Plans.

In respect of Reserves, the Authority agreed to earmark £9.82m for a variety of projects which are set out in the report [here \(Item 13\)](#). £2m has also been set aside to continue with the successful Stronger, Safer Communities Reserve Fund.

The budget is planned to be spent on the following

Subject	£m
Operational Staff	29
Support Staff	6
Indirect Staff costs	2
Transport	1
Premises	2
Supplies & Services	4
Capital Financing Costs	1
Total	48

The Fire and Rescue Authority's budget comes from a variety of sources:

Subject	£m
Local Taxpayers	23
Revenue Support Grant	13
Business Rates	15
Other Income	0
Reserves	0
Total	51

4.1 Summary of revenue budget estimates and capital expenditure plans

Budget settlement, financial revenue spending including details of the Capital expenditure programme and budget monitoring reports are presented to the South Yorkshire Fire and Rescue Authority meetings. A summary of this information for the current and previous two financial years are provided below.

April 2017 to March 2018

- [Draft Financial Settlement and 2017/18 Budget Update](#) – 16 January 2017 Agenda Item 16

April 2016 to March 2017

- [Medium Term Financial Strategy 2016/17](#) – 30 November 2015 Agenda Item 14
- [Draft Budget Precept and Council Tax 2016/17](#) – 4 January 2016 Agenda Item 11
- Budget Outturn Report 2016/17 – to be presented at the June 2017 meeting.

April 2015 to March 2016

- [Medium Term Financial Strategy 2015/16](#) – 20 October 2014 Agenda Item 14
- [Budget, Precept and Council Tax 2015/16](#) – 16 February 2015 Agenda Item 10
- [Budget Outturn Report 2015/16](#) – 27 June 2016 Agenda item 15

April 2014 to March 2015

- [Medium Term Financial Strategy 2014/15](#) – 30 September 2013 Agenda Item 13
- [Budget, Precept and Council Tax 2014/15](#) – 17 February 2014 Agenda Item 10
- [Budget Outturn Report 2014/15](#) – 29 June 2015 Agenda Item 13

4.2 Annual Statement of Accounts for 2014/15 and 2015/17

April 2016 to March 2017 – to be presented at *****

4.3 Financial Audit Reports

Internal and External Audit plans and reports are presented at the South Yorkshire Fire and Rescue Authority Audit and Governance Committee meetings.



- [Internal Audit Charter and Strategy 2016/17](#) – 21 March 2016 Agenda Item 11
- [Internal Audit Plan 2016/17](#) – 21 March 2016 Agenda Item 12
- External Audit Plan 2016-17 – *to be presented at the March 2017 meeting*
- Statement of Assurance 2016/17 – *to be presented at the September meeting*
- Governance Statement 2016/17 – *to be presented at the July 2017 meeting*

- [Internal Audit Charter and Strategy 2015/16](#) – 30 March 2015 Agenda Item 10
- [Internal Audit Plan 2015/16](#) – 30 March 2015 Agenda Item 11
- [External Audit Plan 2015/16](#) – 21 March 2016 Agenda Item 16
- [Statement of Assurance 2015/16](#) – 19 September 2016 Agenda Item 23
- [Governance Statement 2015/16](#) – 25 July 2016 Agenda Item 17 and [Update](#) - 19 September 2016 Agenda Item 9

- [Internal Audit Charter and Strategy 2014/15](#) – 31 March 2014 Agenda Item 11
- [Internal Audit Plan 2014/15](#) – 31 March 2014 Agenda Item 12
- [External Audit Plan 2014/15](#) – 30 March 2014 Agenda Item 13
- [Governance Statement 2014/15](#) – 18 May 2015 Agenda Item 13
- [Statement of Assurance 2014/15](#) – 21 September 2015 Agenda Item 21

4.4 Staff pay and grading structure

South Yorkshire Fire and Rescue Authority publish the pay details of all senior officers with a pro-rata salary of more than £50,000 in its annual [Statement of Accounts](#).

Sections 38 to 43 of the Localism Act 2011 set out the requirement to prepare Pay Policy Statements, detailing the pay, including remuneration, performance related pay, bonuses and any other allowances, of senior staff ('chief officers') and the lowest paid employees and the relationships between them.

- [Pay Policy Statement 2016/17D](#) – 13 February 2017 Agenda item 17
- [Pay Policy Statement 2015/16](#) – 16 February 2016 Agenda Item 11
- [Pay Policy Statement 2014/15](#) – 31 March 2014 Agenda Item 11
- [Pay Policy Statement 2013/14](#) – 25 March 2013 Agenda Item 13
- [Senior Salary Count](#)

South Yorkshire Fire and Rescue is committed to providing equality in all aspects of its work and in the services it delivers to the communities of South Yorkshire.

The following documents are published on the SYFR website [here](#).

- SYFR Annual Equality Report 2016
- SYFR Equality & Inclusion Action Plan 2016
- SYFR Workforce Profile 2016
- SYFR Workforce Profile 2015
- Workforce Profile 2014

4.5 Expenses paid to or incurred by members of the Authority and Senior Officers

- [Register of Members Claims 2015/16, 2014/15 and 2013/15](#)

South Yorkshire Fire and Rescue Authority publish the pay details of all senior officers with a pro-rata salary of more than £50,000 in its annual [Statement of Accounts](#).



4.6 Procurement Procedures

- [Contract Standing Orders](#) - Our Constitution Part 5e December 2016
- [Procurement Strategy 2013-16](#) – 26 March 2013 Agenda Item 10
- [How to do business with-us](#) – includes information about general conditions of contract

4.7 List of Contracts and Values

Payments over £500 to external organisations and suppliers paid by South Yorkshire Fire and Rescue and a list of contracts over £5,000 are published on the Service website.

- [Spending over £500](#)
- [Contracts Register](#)
- [Current Tenders](#)

4.8 Internal Financial Regulations and Delegated Authority

- [Scheme of Delegation to Officers](#) – Our Constitution Part 3 March 2016
- [Financial Regulations](#) – Our Constitution Part 5c April 2016
- [Financial Procedures](#) – Our Constitution Part 5d April 2016

5. [What our priorities are and how we are doing](#)

5.1 Strategic Plan, business plan, aims and objectives

We have produced some documents that explain what our priorities are and how we are working to achieve them. You can find all of these on the Service website:

- [Efficiency Plan](#) published in October 2016
- [Update to 2013-17 Operational Plan](#) published in May 2016
- [Update to our 2013-17 Operational Plan](#) published in October 2014
- [2013-17 Strategic Plan](#) describes how we aim to provide the resources to meet our challenges over the next few years.
- [2013-17 Operational Plan](#) describes how we aim to respond to emergency incidents, and the local risks which lead to emergencies.
- Our [Community Fire Risk Model](#) which tells us how the risk of fire is different in the various parts of South Yorkshire.

5.2 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 SYFR Performance Management Framework sets out the Service's key priorities for each year.

- [Performance Management Framework – Targets for 2016/17](#) – 27 June 2016 Agenda Item 22
- [Performance Framework for 2014/15](#) – 31 March 2014 Agenda Item 14



The Authority receives annual and quarterly reports on aspects of South Yorkshire's performance.

- Annual Corporate Performance Report 2016/17
- [Annual Corporate Performance Report 2015/16](#) – 27 June 2016 Agenda Item 21
- [Annual Corporate Performance Report 2014/15](#) – 29 June 2015 Agenda Item 15

An Annual Report looks at our performance and achievements over the past year, including a summary of how we are progressing against our priorities set out in our Operational Plan (IRMP) for 2013 to 2017.

- Annual Report 2016/17
- [Annual Report 2015/16](#) – 17 October 2016 Agenda Item 12
- [Annual Report 2014/15](#) – 30 November 2015 Agenda Item 11

Benchmarking information in the form of an Annual Report was provided to the Authority but it was identified a duplication with information included in the Performance Reports; there this has been ceased as it was of limited value.

- [Metropolitan Fire and Rescue Services Benchmarking Report 2014/15](#) – 4 January 2016 Agenda item 13
- [Metropolitan Fire and Rescue Services Benchmarking Report 2013/14](#) – 16 February 2015 Agenda Item 17

The Authority has in place arrangements for the management and governance of its Corporate Risk Management Policy and Strategy and associated Authority and Service Risk Registers which are considered quarterly by the SYFRA Audit and Governance Committee. The annual report sets out the Authority and Service's arrangements for managing risk.

- Annual Review of Risk Management 2016/17
- [Annual Review of Risk Management 2015/16](#) – 27 June 2016 Agenda Item 20
- [Annual Review of Risk Management 2014/15](#) – 29 June 2015 Agenda Item 17

Other internal assessments

- [Equality and Inclusion Annual Report](#) - 27 June 2016 Agenda Item 23
- [Fire and Rescue Service Equality Framework – SYFR Gap Analysis](#) – 11 April 2016 Agenda Item 15

Freedom of Information statistics are reported to the SYFRA Audit and Governance Committee.

- [Freedom of Information Requests \(February to July 16\)](#) - 28 - November 2016 Agenda Item 20
- [Freedom of Information Requests \(August 15 to January 16\)](#) - 30 March 2016 Agenda Item 15
- [Freedom of Information Requests \(February to July 15\)](#) - 21 September 2015 Agenda Item 14
- [Freedom of Information Requests \(August 14 to January 15\)](#) – 30 March 2015 Agenda Item 15
- [Freedom of Information Requests \(February to July 14\)](#) - 22 September 2014 Agenda Item 10

Complaints and Compliments are reported every 6 months to the SYFRA Audit and Governance Committee with annual reports provided to the Authority.

- Complaints and Compliments Annual Report 2016/17
- [Complaints and Compliments Annual Report 2015/16](#) – 25 July 2016 Agenda Item 20



- [Complaints and Compliments Annual Report 2014/15](#) - 27 July 2015 Agenda Item 12

5.3 Reports by external inspectors

KPMG are the Authority's current external auditors and they provide Progress and Technical Update monthly reports to the Audit and Governance Committee meetings.

- [KPMG Report to those charged with Governance and Statement of Accounts 2015/16](#) - 19 September 2016 Agenda Item 10
- [KPMG Annual Audit Letter 2015/16](#) – 28 November 2016 Agenda Item 16
- [KPMG Interim Audit Report 2015/16](#) – 25 July 2016 Agenda Item 19
- [KPMG Local Government Budget Survey Report](#) – 21 March 2016 Agenda Item 16
- [KPMG Annual Audit Letter 2014/15](#) – 25 July 2016 Agenda Item 18
- [KPMG Interim Audit Report 2014/15](#) – 27 July 2015 Agenda Item 12

5.4 Joint Strategies

- Arson Reduction Strategy
- Prevention & Protection Strategy, 2013/17
- Safer Roads and Casualty Reduction Strategy, 2011/16
- [Partnerships Annual Report 2015/16](#) – 16 May 2016 Agenda Item 20
- [Partnerships Annual Report 2014/15](#) – 18 May 2015 Agenda Item 17

5.5 Statistical information

Statistics for South Yorkshire Fire and Rescue are contained on the government website Gov.uk. Please see [Fire and Rescue Authorities Operational Statistics](#)

Detailed statistics on fires, casualties and false alarms attended by Fire and Rescue Services across England can be found [here](#) on the Gov.uk website.

The Service publishes a series of [incident statistics](#) of accidental dwelling fires, primary fires and secondary fires on the website. The number of calls and emergency calls handled by our 999 control room since 2004/5 is also published on this page.

The Home Office collects detailed information on incidents attended by Fire and Rescue Services formulated and published on the Gov.uk website as [statistical data sets/tables](#).

These include the following areas:

- | | |
|-------------------------------------|-------------------------|
| • Incidents Attended | • Dwelling Fires |
| • Non Dwelling Fires | • Deliberate Fires |
| • Fatalities and Casualties | • Cause of Fire |
| • Smoke Alarms | • Temporal and seasonal |
| • Special Service Incidents | • Response Times |
| • Workforce and workforce diversity | • Fire Prevention |
| • Fire Pensions | • Other |
| | • |



6. How we make decisions

6.1 Schedule of meetings open to the public

The [SYFRA website](#) provides details of the structure of the Authority and dates of meetings together with agendas, reports and minutes of meetings. In addition each Fire and Rescue Authority and Audit and Governance Committee meeting is [webcast](#) live on the Internet. These meetings are our decision making processes and records of decisions.

Members of the public can attend a meeting of the Fire and Rescue Authority and the Audit and Governance Committee and can also ask a question regarding the work of the Fire and Rescue Authority, however it must relate to an issue which is the responsibility of the Authority. Further information can be found about this process can be found [here](#) on the SYFRA website.

6.2 Agendas and approved minutes of the authority and authority sub-committees

Agendas, reports and minutes of the Fire and Rescue Authority and other sub committees are provided on the [SYFRA website](#). The information published relating to the Fire and Rescue Authority meetings shows the current year and previous years back to 2009:

The Service decision-making structure is explained in 'Part 4 Management Structure and Decision Making' of the Authority's document [Our Constitution](#).

6.3 Background papers for meeting open to the public

Reports are published 5 working days prior to the Authority meetings on the [SYFRA website](#). Additional information is provided usually in the form of appendices accompanying individual reports.

6.4 Facts and analysis of facts used for decision making

As part of the development of our Integrated Risk Management Plan (IRMP) 2013-17 it was our vision to create a community risk model to inform our prevention work, and help us identify the people in our communities who are most at risk from fire. Our [Community Fire Risk Model](#) tells us how the risk of fire is different in the various parts of South Yorkshire to enable us to target our community fire safety activity where it will have the most impact.

6.5 Public Consultations

Consulting the public, business community and other stakeholders including the community and voluntary sector, is a key part of the Authority's approach to policy development, performance planning and service delivery.

Consultation and engagement work is overseen by the Fire and Rescue Authority, through the Stakeholder Planning Board including the presentation of annual reports. In addition to more traditional ways of consultation, the Authority is developing greater use of cost-effective online communication methods with the aim of keeping people informed about and engaged with the work of South Yorkshire Fire and Rescue.

Fire Authority meetings are webcast live and members of the public can watch and submit comments during the meetings.

We take a broad and inclusive approach to public consultation by maintaining a South Yorkshire database of community groups and networks. This enables us to disseminate



information to communities of interest and neighbourhoods, by working with established and trusted groups

On 26 November 2012 the Authority agreed a [Consultation Strategy 2013/18](#) - Agenda Item 12

We welcome feedback in relation to any issue to do with South Yorkshire Fire and Rescue and provide a [contact us](#) option the website and also on the Authority website [here](#).

Information is provided on the Service website about [personal information and privacy](#)

7. Our Policies and Procedures

A guide to our current written protocols, policies and procedures for delivering our services and responsibilities is contained in this section.

7.1 Policies and procedures for the conduct of Authority business

The Authority agreed the [SYFRA Business Plan 2016/17](#) at its meeting on 25 July 2016.

[Our Constitution](#) sets out in a single place 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. This includes Contract Standing Orders, the Scheme of Delegation to Officers, Member and Officer Code of Conduct and the Code of Corporate Governance and other information.

[Community Right to Challenge](#) is a national process introduced through the Government's Localism Act that came into force on 27 June 2012 (*the Act itself came into force in November 2011*). It makes it easier for voluntary and community groups or local authority employees to bid to run services.

If you wish to make a complaint about a Member of the Authority please write to, or e-mail:

Andrew Frosdick
Monitoring Officer
Barnsley MBC
Town Hall
Barnsley
S70 2TA

Email: AndrewFrosdick@barnsley.gov.uk or use the [Contact Us](#) form on the SYFRA website.

7.2 Policies and procedures for the provision of services

South Yorkshire Fire and Rescue has many policies and procedures in place to guide the day-to-day activities of the Service and how services are provided. *These are grouped by the departments or functions that have responsibility for them and can be found by clicking on the department name below, unless otherwise stated.*

Business Fire Safety	See SYFR website http://www.syfire.gov.uk/business-advice/
Community Fire Safety	See SYFR website http://www.syfire.gov.uk/safety-advice/
Procurement	Contact foi@syfire.gov.uk



Property Services	Contact foi@syfire.gov.uk
Public Relations	Contact press@syfire.gov.uk
Transport	Contact foi@syfire.gov.uk

7.3 Policies and procedures about the employment of staff

Details regarding our [current vacancies](#) are published on our website.

The following policies are available on request; please apply to the [FOI Coordinator](#).

Human Resources Policies

Absence Management Policy, April 2013
Adoption Leave Policy, July 2015
Annual Leave Policy - Support Staff, November 2016
Career Break Policy, October 2014
Carers Leave Policy - Time off for Dependents, April 2013
Child Care Voucher Scheme, March 2016
Close Proximity Crewing, February 2016
Community Engagement Policy, November 2016
Confidentiality and Release of Personal Records Policy, December 2016
Crewing Policy, May 2015
Criminal Records Policy, March 2016
Day Staffing Policy, April 2015
Discipline and Grievance Procedure issues Manual (as per Grey Book), May 2016
Dress Code and Standards of Appearance Policy, July 2015
Driving Policy - Managing Occupational Road Risk, July 2016
Dual Contract Working Policy, April 2013
Early Voluntary Release, November 2016
Employee Code of Conduct, Feb 2014
Employee Performance Management, December 2016
Equal Pay Policy, August 2015
Firefighters - Health and Fitness Management Policy, July 2016
Fixed Term Worker Policy, November 2014
Flexible Retirement Policy, December 2014
Flexible Working Policy, November 2016
Internal Transfer Policy - Support Staff, March 2015
Job Evaluation Policy, November 2014
Job Share Policy, November 2016
Localised Availability Policy, June 2016
Maternity Leave Policy, March 2016
Mediation Policy, May 2015
Migration Policy July 2016
Night Time Resilience Staffing Policy - August 2015
NJC Conditions of Service (Grey Book)
Occupational Health Re-engagement to Service Medical Policy, March 2013
Operational and Control Progression Policy- April 2016
Paternity/Co-Parenting Leave Policy, October 2014
Parental Leave Policy, May 2015
Parking Policy February 2016
Part Time Firefighters (RDS) - Local Conditions of Service Policy, May 2015



Part Time Firefighters (RDS) Recruitment - Incentive Scheme Policy, July 2015
Pay Protection Policy, November 2016
Political Restrictions on Local Government Employees and Politically Restricted Posts, May 2015
Recall to Duty for the Purpose of Business Continuity, May 2015
Recognition of Prior Learning Agreement Policy - November 2015
Recruitment and Selection Policy Corporate Staff, July 2015
Redeployment Policy, January 2017
Redundancy Policy, November 2016
Re-engagement Policy, March 2013
Relocation Policy, December 2015
Restructuring Policy, December 2016
Retraining Policy, April 2019
Review of Injury Awards Policy, May 2015
Shared Parental Leave Policy, July 2015
Smoking at Work Policy, May 2015
Special Leave Policy, May 2015
Substance Misuse Policy, November 2014
Secondment Policy, December 2014
Secondary Employment, April 2019
Secondment Policy, May 2017
Smoking at Work Policy, May 2015
Special Leave Policy, May 2015
Support Staff Probation Policy, November 2016
Time Off for Public Duties, June 2015
Travel Policy, December 2016
Violence at Work Policy, March 2015

Equality and Inclusion Policies

Dignity at Work Policy, August 2015
Disability Policy June 2011
Dyslexia & Dyspraxia Policy, May 2017
Equality Analysis Policy, August 2013
Ramadan Briefing, 2015 – 2020
Religious Observance Policy, January 2017
Religion or Belief (Supporting Employees) Policy, July 2013
Supporting Transsexual Employees Policy, February 2015

Occupational Health Unit Policies

Counselling, December 2013
Eyesight Policy, February 2014
Health Assessments for Night Workers, May 2014
Health Surveillance Policy, February 2015
Health, Work and Wellbeing Policy, May 2015
Immunisation against Hepatitis B Policy, June 2014
Mental Health Policy, January 2014
Physiotherapy Policy, January 2014
Post-incident Support Policy, December 2013
Pre-employment Medical Screening Policy Control/Support Staff, January 2014
Recognition and Avoidance of Heat Induced Illnesses, November 2016
Recruitment and Periodic Medical Policy for Uniformed Staff, July 2015
Stress Policy, January 2014



7.4 Customer service

South Yorkshire Fire and Rescue Authority believe in providing a quality service to the communities of South Yorkshire. Our [Customer Charter](#) brings together several of our existing customer service policies and gives you a summary of the standards when you contact us, whether it's by phone, in writing, or in person.

Complaints, Compliments and Commendation

Information of how to make a complaint about South Yorkshire Fire and Rescue when you think something has not gone well or to say thank you when you have received especially good service from us is provided on our website [here](#) and our basic [Complaints Procedure – Customer Guide](#) briefly explains the 4 stages to our complaints procedure.

Freedom of Information

Under The Freedom of Information Act 2000 (FOIA), a person has a general right of access to all types of 'recorded' information held by public authorities. Information on how to make a request under the FOIA is available [here](#) on the Service website.

Publication Scheme

As documented under Section 1, South Yorkshire Fire and Rescue has adopted the Model Publication Scheme approved by the Information Commissioner, using the definition document for joint authorities and boards and this document operates as the scheme.

These processes are supported by the following Service policies which are available on request.

- Complaints Policy, August 2014
- Compliments Policy, updated February 2014
- Commendations Policy, December 2012
- [Freedom of Information Policy](#), Oct 2013
- Publication Scheme 2017 (this document)

7.5 Internal instructions, manuals and guidelines

Contact foi@syfire.gov.uk.

7.6 Records management and personal data policies

Information explaining our [Data Sharing and Protection](#) and [data-matching](#) policies is available on the Service website. Please see our [Privacy Policy](#) regarding how we collect data from our online visitors.

- CCTV Policy, February 2015
- Data Protection Policy, May 2016
- Data Quality Strategy, November 2014
- Data Sharing Policy, December 2014
- Information Security Policy, May 2016
- Retention Schedule, January 2017



7.7 Charging Regimes and Policies

- **Freedom on Information:** If the information you have requested in writing is referred to in this Publication Scheme for which there is no charge, this is available free. If you request 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.

- **Data Protection:** You can apply in writing for a copy of your own 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 via email: dataprotection@syfire.gov.uk.
- **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.
- **Incident Reports:** Single copies of Incident Reports are available by written request. These are available at a cost of £111.00, but may have information redacted, in order to comply with the Data Protection Act. They are available on request by contacting:

By email: resintel@syfire.gov.uk
or in writing to: South Yorkshire Fire and Rescue
197 Eyre Street
Sheffield
S1 3FG

- **Incident Officer Interviews:** Interviews with an Officer who has attended an incident are available by written request at a cost of £311.60 for the first two hours followed by £100.00 per hour after that.
- **Firework 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 of our charges on application in writing to the foi@syfire.gov.uk
- **Professional fire health and safety advisory services and training courses for businesses.** Both these services can be provided by our Trading Arm under the umbrella of Safety Solutions. Please contact in writing foi@syfire.gov.uk for a list of services and fees.
- **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. They generally fall into two main categories, either emergency or non-emergency and within South Yorkshire only non-emergency Special Services, some lift rescues and spills, leaks and chemical incidents on commercial premises will be charged for.

Each Fire and Rescue Authority can also, if it thinks fit, make a charge for such services. Our current Special Service charges can be found on our website [here](#) April 2016.

8. Lists and Registers

8.1 Asset lists and information asset register

- [Fleet-List.csv](#) 2016 lists of all the vehicles in service with SYFR and is published as part of our Open Data information on our website.
- [Land and Building Assets.csv](#) is published as part of our Open Data information on our website.
- The formal Asset Valuation Register is held at the offices of the South Yorkshire Fire and Rescue Authority, 18 Regent Street, Barnsley, S70 2HG. A note is contained in the [Statement of Accounts](#) that details the value of our properties and vehicles held.

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

- [Public Registers of Notices Served/](#) Under the Environmental and Safety Information Act 1998; a register of information about the issue of Alteration, Enforcement and Prohibition Notices open to inspection by the public free of charge. This information is also available nationally on the [Chief Fire Officers Association](#) (CFOA) website.

8.3 Register of member' interests

Information of each South Yorkshire Fire and Rescue Authority Member's [Register of Interest](#) is available on the SYFRA website.

8.4 Register of gifts and hospitality

- [Register of Gifts and Hospitality 2016/17](#) received by employees of SYFR is published as part of our Open Data information on our website.

9. The services we offer

In this section you will find information about the services we offer, including leaflets, guidance and newsletters.

9.1 Information about the provision of the authority's services

Please see the South Yorkshire Fire and Rescue Authority website: <http://www.syfire.gov.uk/>.

9.2 Regulatory responsibilities and procedures



On 1 October 2006 a new, simpler piece of fire safety legislation came into force: The Regulatory Reform (Fire Safety) Order 2005 (commonly known as 'The Order')

For further details of our responsibilities under legislative fire safety, please see the [Business Advice/](#) area of our website.

9.3 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 2532254.
- For educational materials please contact press@syfire.gov.uk
- SYFR produces a wide range of campaign materials e.g. leaflets and posters. For details please contact press@syfire.gov.uk.

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

This information is provided under Section 8.7.

9.5 Media releases

Our Corporate Communications team publish information on our website of [latest Incidents/](#) and [news and events/](#) also utilising social media:

www.facebook.com/southyorkshirefire

twitter.com/syfr

www.youtube.com

9.6 SYFR Reports on major incidents

No information available at the present time.

