

**FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME  
CLASSES OF INFORMATION  
1<sup>ST</sup> JANUARY 2009**

**1.0 WHO WE ARE AND WHAT WE DO**

<b>CLASS</b>	<b>SUB-HEADING</b>	<b>FORMAT OF INFORMATION</b>	<b>AVAILABILITY</b>	<b>CHARGE</b>
<b>Organisational Information, Structures, Locations and Contacts</b>	<b><u>Structure of the South Wales Fire &amp; Rescue Authority</u></b>			
	Names of Members and Local Authority represented	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Fire Authority Member For Your Area)	Free Free
	Committee structure	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	<b><u>Staff Structure of South Wales Fire &amp; Rescue Service</u></b>			
	Basic staff structure	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	Management structure	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	Chief Officer's details	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Senior Management Team)	Free Free
Numbers in post	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free	

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
	<b><u>Contact Information</u></b>			
	Fire Stations	Online Hard copy on request	www.southwales-fire.gov.uk (Your Fire Station)	Free Free
	Training Centre	Online Hard copy on request	www.southwales-fire.gov.uk (Operational Response/Training Venue)	Free Free
	Headquarters	Online Hard copy on request	www.southwales-fire.gov.uk (Contact Us)	Free Free
	Control	Online Hard copy on request	www.southwales-fire.gov.uk (Operational Response/Fire Control Room)	Free Free
	<b><u>Geographical Area of Operations</u></b>	Online Hard Copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	<b><u>General Outline of Responsibilities</u></b>	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	<b><u>Relationship with other Authorities</u></b>	Online Hard copy on request	www.southwales-fire.gov.uk (Community Safety/Community Safety Partnerships)	Free Free

## 2.0 WHAT WE SPEND AND HOW WE SPEND IT?

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	<b><u>Summary of Revenue Budget Estimates and Capital Expenditure Plans</u></b>			
	Annual Budgets	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	<b><u>Annual Statement of Accounts</u></b>	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	<b><u>Financial Audit Reports</u></b>	Online/email Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Postage/Photocopying
	<b><u>Staff pay and Grading Structure</u></b>	Online Hard copy on request	www.southwales-fire.gov.uk (Careers/Rates of Pay)	Free Free
	<b><u>Expenses Paid to or Incurred by Members of the Authority and Senior Officers</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Free

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
	<b><u>Procurement Procedures</u></b>			
	Standard Conditions of Contract for the Supply of Goods and/or Services	Online Hard copy on request	www.southwales-fire.gov.uk (Contact Us/Supply of Goods and Services-Terms and Conditions)	Free Free
	'How to do Business with SWF&RS'	Online and leaflet	www.southwales-fire.gov.uk (Contact Us/Supply of Goods)	Free
	<b><u>List of Contracts through Tendering and Value</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	<b><u>Internal Financial Regulations and Delegated Authority</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying

### 3.0 WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
<b>Strategies and Plans, Performance Indicators, audits, inspections and review</b>	<u>Strategic Plan, Business Plan, Aims and Objectives</u>			
	Corporate Plans	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	Business Plans	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Business Planning/Business Plans)	Free Free
	<u>Reports indicating Service Provision, Performance Assessments, Operational Assessment Reports</u>			
	Integrated Risk Management Plan	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	Best Value Indicators	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/Annual Improvement Plan)	Free Free
	Performance Reviews	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/Our Performance/	Free Free

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
	<u>Reports by External Inspectors</u>  <u>Joint Strategies</u>  <u>Statistical Information</u>	Online Hard copy on request  Email Hard copy on request  Online Hard copy on request	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Corporate Information/Audit & Inspection)  Business Support and Knowledge Manager  <a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Corporate Information/Our Performance/	Free Postage/Photocopying  Free Free  Free Postage/Photocopying

#### 4.0 HOW WE MAKE DECISIONS

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
Decision making processes and records of decisions	<b><u>Schedule of Meetings Open to the Public,</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	<b><u>Agendas and Approved Minutes</u></b>			
	Fire Authority/ Sub Committees	Online Hard copy on request	www.southwales-fire.gov.uk (Corporate Information/South Wales Fire Authority)	Free Postage/Photocopying
	<b><u>Background Papers for Meetings Open to the Public</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	<b><u>Facts and Analyses of facts used for Decision Making</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	<b><u>Public Consultations</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying

## 5.0 OUR POLICIES AND PROCEDURES

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
Current written protocols, policies and procedures for delivering our services and responsibilities	<b><u>Policies and procedures for the Conduct of Authority Business</u></b>			
	Standing Orders	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	Delegated powers	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	Corporate Governance	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	Code of Conduct	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	Memoranda of Understanding	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	<b><u>Policies and Procedures for the Provision of Services</u></b> (Including requests for information)	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
	<b><u>Environmental Information</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	<b><u>Policies and Procedures about the Employment of Staff</u></b>			
	Equality	Online Hard copy on request	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Careers/Equality & Diversity)	Free Free
	Recruitment	Online Hard copy on request	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Careers)	Free Free
	Discipline	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	Grievance	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	Health & Safety	Email Hard copy on request	Business Support and Knowledge Manager	Free Free

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
	<b><u>Customer Service</u></b>			
	Standards/Complaints Procedure	Email/leaflet	Business Support and Knowledge Manager	Free
	Complaint Procedures-requests for Information and operating the Publication scheme	Online/email Hard copy on request	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Contact us/Freedom of Information)	Free Free
	<b><u>Internal Instructions, Manuals and Guidelines</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	<b><u>Records Management and Personal Data Policies</u></b>			
	Security Policy	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	Records retention	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	Destruction & Archive Policy	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	Data Protection Policy	Online Hard copy on request	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Your Community/Your Fire Station/Data Protection Act)	Free Free

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
	<p><b><u>Charging Regimes and Policies</u></b>            (To include charges made for information)</p>	<p>Email            Hard copy on request</p>	<p>Business Support and Knowledge Manager</p>	<p>Free            Free</p>

## 6.0 LIST AND REGISTERS

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
Information contained only in currently maintained lists and registers	<b><u>Asset Lists and Information Asset Register</u></b>			
	Asset Register	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	Information Asset Register	Email Hard copy on request	Business Support and Knowledge Manager	Free Postage/Photocopying
	Disclosure Log	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	Complaints List	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	<b><u>Registers Open to Public Inspection (and arrangements for access to the contents)</u></b>			
	Public Registers	Online/email Hard copy on request	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Business Fire Safety/Public Register of Notices)	Free Free

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
	<u>Register of Members' Interests</u>	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	<u>Register of Gifts and Hospitality</u>	Email Hard copy on request	Business Support and Knowledge Manager	Free Free

## 7.0 THE SERVICES WE OFFER

CLASS	SUB-HEADING	FORMAT OF INFORMATION	AVAILABILITY	CHARGE
<b>Information about the services we offer, leaflets, guidance and newsletters produced for the public and businesses. Details of the services we are entitled to recover a fee together with those fees</b>	<b><u>Information about the Provision of the Authority's Services</u></b>  Fire Safety training Public demonstrations Home visits School visits Community safety initiatives	Online & leaflet	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Contact Us/Community Safety/Business Safety)	Free
	<b><u>Regulatory Responsibilities and Procedures</u></b>	Online Hard copy on request	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Business Fire Safety)	Free Free
	<b><u>Leaflets and Explanatory Booklets</u></b>  Fire prevention Home safety Workplace safety Education resources	Online & leaflet	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Contact Us/Community Safety/Business Safety)	Free
	<b><u>Fees and Charges for the Provision of Services</u></b>	Email Hard copy on request	Business Support and Knowledge Manager	Free Free
	<b><u>Media Releases</u></b>	Online and Press release	<a href="http://www.southwales-fire.gov.uk">www.southwales-fire.gov.uk</a> (Press & Media)	Free