



West Yorkshire  
Fire & Rescue Service

# A Guide to our Information

## Publication Scheme



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30/07/2024	Beverley Croft-Nicholson	1.2	Transfer to new template

### Reviewers

Name	Version Approved	Position	Organisation	Date
Alison Davey	1.0	Corporate Services Manager	WYFRS	01/03/2010
Alison Davey	2.0	Head of Corporate Services	WYFRS	11/11/2024

### Distribution

Name	Position	Organisation
	All Personnel	WYFRS
Any interested parties	External	

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# Introduction

West Yorkshire Fire and Rescue Service (WYFRS) aims to provide as much information about us as possible in line with the requirements of the Freedom of Information Act 2000. Our website ([www.westyorkshirefire.gov.uk](http://www.westyorkshirefire.gov.uk)) acts as our publication scheme and the publication scheme can be accessed directly via the link: <https://www.westyorkshirefire.gov.uk/about-us/access-information/publication-scheme>. This guide should signpost you to finding the information you are looking for quickly and easily.

Our [Access to information Policy](#) describes West Yorkshire Fire and Rescue Service's approach to making information available to the public and details our commitment to sharing information and to making it available to anyone who is interested in it.

In line with the [ICO's model publication scheme](#), WYFRS will aim:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public. To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of Information

The information that we routinely publish is grouped under the following seven categories:

**1. Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

**2. What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

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

Strategy and performance information, plans, assessments, inspections and reviews.

**4. How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**5. Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**6. Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**7. The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Within each of the above categories is a large amount of information and documents that we publish on our website, and these can be freely accessed, printed and downloaded for personal use.

Commercial re-use of our information is strictly forbidden without the permission of West Yorkshire Fire and Rescue Service. Any such commercial requests should be emailed to: [information@westyorksfire.gov.uk](mailto:information@westyorksfire.gov.uk).

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## Accessing Our Information

West Yorkshire Fire and Rescue Service (WYFRS) ensures that a significant amount of information is available on our website ([www.westyorksfire.gov.uk](http://www.westyorksfire.gov.uk)) without the need for a specific request. The information available on our website can typically be downloaded or printed without charge.

We aim to routinely publish as much information as possible unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute.
- The information is archived, out of date, or otherwise inaccessible.
- It would be impractical or resource-intensive to prepare the material for routine release.

Requests for hard copies of the Publication Scheme or any information contained within it can be made via email to [information@westyorksfire.gov.uk](mailto:information@westyorksfire.gov.uk) or by using the contact details below. These requests will be provided free of charge for personal use, subject to the conditions outlined in the 'Charges for Information' section below.

Some information listed in this guide may be available for personal inspection at our Headquarters in Birkenshaw, by appointment. Arrangements to view or copy such information can be made by contacting the Information Governance Manager via email at [information@westyorksfire.gov.uk](mailto:information@westyorksfire.gov.uk) or by phone at 01274 682311.

## Our Publication Scheme

### Who we are and what we do

In this section you will find information about how the Authority and Service are structured, our locations and key contacts.

#### Structure of the Authority

- [What is the Authority?](#)
- [Elected Members](#)

#### Staff structure of the Authority

- [Management Board](#)
- [Organisational Chart](#)
- [Departments and Functions](#)

#### Contact Information

- [General Enquiries](#)
- [Management Board](#)
- [Elected Members](#)

- [Local Stations](#)
- [Fire Prevention](#) (Fire Safety in the home)
- [Fire Protection](#) (Fire Safety at work/commercial properties)
- [Careers](#)
- [Vacancies](#)
- [Feedback](#)
- [Media and Press](#)
- [Request information](#)

## Geographical area of operation

The link below allows you to click on a district and then link to a local station's details.

- [Your area](#)

## General outline of responsibilities

- [What We Do](#)

## Relationship with other authorities and organisations

- Partnerships – [Please contact us for further information](#)

## What we spend and how we spend it

Here you will find financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

## Summary of revenue budget estimates and capital expenditure plans

- [Summary of our resources](#)
- [What does the Service cost?](#)
- [Capital Investment](#)

## Annual Statement of Accounts

- [Annual statements of accounts](#)

## Financial Audit Reports

- [Audit Reports](#)



## Staff pay and grading structure

- [People and Pay](#). This link shows our Senior Salaries, Pay Scales, Pay Policy Statement, Gender Pay Gap Report and Organisation Chart.

## Expenses paid to our incurred by members of the authority and senior officers

- [Members' Allowances](#)
- [Senior staff expenses](#)

## Procurement Procedures

- [Applications to Tender](#)
- [Procurement Strategy and Policy](#)
- [Contract Procedure Rules](#). Also shown as Part 4 of the latest version of West Yorkshire Fire and Rescue Authority Constitution shown at: [Documents and Publications](#)
- [Internal financial regulations and delegated authority](#)

## Lists of contracts and value

- [Financial Transactions](#) includes payments to external bodies and suppliers above £500, and purchases undertaken using a procurement card which are published quarterly. Also undisputed invoices paid within 30 days that are published annually.
- [Contracts Register](#)

## Internal financial regulations and delegated authority

- [Finance and Resources Committee](#)
- [Audit Committee](#)
- [Constitution of the Authority](#). See the latest version at: [Documents and Publications](#)
- [Officer Delegation Scheme](#). See Part 8 of the latest version of West Yorkshire Fire and Rescue Authority Constitution shown at: [Documents and Publications](#)
- [Terms of Reference and Delegation of Powers to Committees and Sub-Committees](#)
- [Financial Procedure Rules](#). See Part 4 of the latest version of West Yorkshire Fire and Rescue Authority Constitution shown at: [Documents and Publications](#)
- [Access to Information Rules](#) - See Part 3 of the latest version of West Yorkshire Fire and Rescue Authority Constitution

## What our priorities are and how we are doing

This section contains our strategies and plans, performance indicators, audits, inspections and reviews.

### Strategic Plan, Business Plan, Aims and Objectives

- [Your Fire & Rescue Service](#)
- [Ambition and Aim](#)

### Reports indicating Service Provision, Performance Assessments and Operational Assessment Reports

- [Targets and Performance](#)
- [Service Provision](#)
- [Diversity and Inclusion](#)

### Reports by External Inspectors

- [Customer Service Excellence](#)
- [His Majesty's Inspectorate of Constabulary and Fire & Rescue Services](#) (HMICFRS)

### Joint Strategies

- Joint working and Partnerships – [contact us for this information](#)

## How we make decisions

Information regarding our decision-making process and the recording of those decisions can be found in this section.

### Schedule of meetings open to the public

- [Calendar of Meetings](#)
- [Documents and Publications](#)

### Agendas and approved minutes of the authority and Authority sub-committees

- [Full Authority Agendas and Minutes](#)
- [Audit Committee Agendas and Minutes](#)
- [Executive Committee Agendas and Minutes](#)
- [Finance and Resources Agendas and Minutes](#)

- [People and Culture Agendas and Minutes](#)

## Background papers for meetings open to the public

- [Background papers](#)

## Fact and Analyses of facts used for decision making

- [Facts and analyses of facts used for decision making](#)

## Public Consultations

- [Consultations and Engagement](#)
- [Have Your Say](#)
- [Your information \(Privacy Notice\)](#)

## Our policies and procedures

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

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

- [Fire Authority Documents and Publications](#)
- [Complaints about Fire Authority Elected Members](#)
- [Whistleblowing Policy](#)

### Policies and procedures for the provision of services

In this section you will find links to the policies and procedures that are in place to guide the day-to-day activities of the service and affect the manner in which services are provided. These policies and procedures 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.

- [Corporate Services](#)
- [Fire Prevention – please contact us for this information](#)
- [Fire Protection & Business Safety](#)
- [Modern Slavery Policy](#)
- [Property Management – please contact us for this information](#)
- [Public Relations – please contact us for this information](#)
- [Supplies – please contact us for this information](#)
- [Transport – please contact us for this information](#)

## Policies and procedures about the employment of staff

This section includes policies and procedures relating to the employment of staff and includes topics such as equality, recruitment, discipline, grievance and health and safety. Details regarding our current vacancies can also be accessed here.

- [Human Resources](#)
- [Vacancies](#)
- [Careers](#)
- [Diversity and Inclusion](#)
- [Health and Safety and Occupational Health – please contact us for this information](#)

## Customer Service

- [Customer Service Guide](#)
- [Customer Care Policy](#)
- [Compliments and Complaints Policy](#)

## Records management and personal data policies

- [Closed Circuit Television \(CCTV\) Policy](#)
- [Data Protection Policy](#)
- [Freedom of Information Policy](#)
- [Information Governance Statement](#)
- [Information Governance Strategy and Policy](#)
- [Information Rights Policy](#)
- [Your information \(Privacy Notice\)](#)

## Charging regimes and policies

- [Data Protection Subject Access Requests](#)
- [Freedom of Information](#)
- [Special Service Calls charges](#)
- [Fire Safety Charges – including Incident Reports](#)
- [Third Party Interviews charges](#)
- [Petroleum Certificate Fees](#)
- [Explosives Licencing Fees](#)
- [Cost Recovery for Attendance to Persistent False Alarms](#)

## Lists and registers

Here you will find details on the lists and registers that we maintain that are open to the public.

### Asset Lists and Information Asset Register

- [Asset Management Plan – Estates Strategy 2021-26](#)
- [Fleet List](#)

### Registers open to public inspection

- Public Register of Licences and Registration Certificates Granted ([contact us for this information](#))
- [Community Risk Register](#)

### Register of members' interests

An individual link to each Members' Register of Disclosable Pecuniary Interests is contained with their profile and can be accessed by the link below.

- [Register of Members' Disclosable Pecuniary Interests](#) – see the individual register for each member

### Register of gifts and hospitality

- [WYFRA Members Code of Conduct.pdf \(westyorksfire.gov.uk\)](#)
- [Code of Conduct for Members](#)
- [Officers' Code of Conduct](#) – Part 5.2 of the Constitution
- [The Ten General Principles of Public Life \(westyorksfire.gov.uk\)](#)
- [Principles of Public Life](#)

## The services we offer

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

### Information about the provision of the Authority's services

- [Service Provision](#)

### Regulatory responsibilities and procedures

- [Statutory Duties](#)

## Media Releases

- [Newsroom](#)

## Charges for information

WYFRS may apply charges for certain information, particularly where costs are incurred. Charges may be made for:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information

If charges apply, they will be justified, transparent, and kept to a minimum.

Additionally, charges may be made for information provided under this scheme if they are legally authorised, justified in the context of public access rights, and in accordance with a published schedule of fees.

Charges may also apply for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will align with regulations made under section 11B of the Freedom of Information Act or other relevant enactments.

Information that is not published under this scheme can still be requested in writing, and its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Requesting information not covered by this guide

We have made a commitment to openness to provide, as far as possible, information not covered by this guide. To request information that you cannot find through this guide please submit a request using our Freedom of Information requests form, which can be found on our website at: <https://www.wyfs.co.uk/contact-us/request-information-form>

Alternatively, contact the:

Information Governance Manager  
Corporate Services  
West Yorkshire Fire and Rescue Service  
Bradford Road  
Birkenshaw  
West Yorkshire  
BD11 2DY

Tel: 01274 682311

Email: [information@westyorksfire.gov.uk](mailto:information@westyorksfire.gov.uk)

# Monitoring and review

Corporate Services will monitor this guide as required, or at least every 3 years.

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