

Procedure / Policy No:	Procedure / Policy Name	EIA received
1.1	The Presentation of Long Service & Good Conduct Medals Twenty Year Long Service & Thirty Year Long Service Awards	Y
1.2	TWFRS Internal Correspondence - Circulation	N
1.3	Substantive Promotion Procedure - Grey Book	N
1.4	TWFRS Headquarters Filing System	Y
1.5	Preparation of Information on Incidents for Police, Solicitors, Insurers, etc	N
1.6		
1.7	Outside Events involving the TWFRS	N
1.8	Minutes of Meetings	N
1.9	Procedure for Consideration of an Extension of Service	N
1.10		
1.11	New Technology	N
1.12	Data Quality	N
1.13	Data and Record Retention Policy	N
1.14	Inter-Service/Inter-Station/Department Transfers	N
1.15	Temporary Promotion and Acting Up Procedure – Grey Book	N
1.16	Data Protection Act 98 { Replaces previous 1.16 and 1.12. }	N
1.17	Cycle to Work Scheme Policy and Procedure	N
1.18	Fire Information National Data Service (FINDS)	Y
1.19		
1.20	Fairness at Work Committee – Constitution	N
1.21	Policy, Planning & Communication Management	N
1.22	Childcare Benefit Scheme	Y
1.23	Recruitment Procedure for Corporate Support Staff	N
1.24	Strategic Planning	N
1.25	Substance Misuse Policy and Procedures	N
1.26	Standing Orders, Financial Regulations and Delegation Scheme	N
1.27		
1.28	Diversity and Equality Policy	N
1.29	Ideas Ignited	N
1.30	Diversity Training	N
1.31	Procedure on Applying for and Undertaking Secondments	N
1.32	Equality Impact Assessments	N
1.33	Records Management Policy	N
1.34	The Freedom of Information Act 2000	N
1.35	Guide to Policy Formulation	N
1.36	Work Experience Policy and Procedure	N
1.37	Consultation Policy	N
1.38	CRB Procedure	N
1.39	Translation Policy	N
1.40	TWFRA External Communications Strategy	N
1.41	Operational Procedures for the 28 Day File	N
1.42	Standards of Dress Policy	N
2.1	Sickness and Absence Management - All Personnel	N
2.2	Accident Reporting and Investigation Procedure	N
2.3	Theft of Personal Property and Cash from Stations	N
2.4	TWFRS Signatories	N
2.5	corporate Personnel - Light Vehicle Driving Assessments	N
2.6	Driving Licences & Service Driving Policy	Y
2.7	HELA Information Sheets	N
2.8	Private Telephone Calls and the Use of Mobile Telephones at Work	Y
2.9		
2.10	Retained Stations	N
2.11		
2.12	Annual Inspection of Driving Licences	N
2.13	Administration of Coin / Key Operated Refreshment Vending Machines	N
2.14	Record of Receipt of Incoming Correspondence-Log Book	Y
2.15	Service Admin Procedures	Y
2.16	Leave – Uniformed Personnel	N
2.17	New Employees Induction – Uniformed and Corporate Support Staff	N
2.18	Technical Services Centre – Out of Hours Calls, Transport & Property Services Department	N
2.19	Service Typing / Word Processing Standards	Y
2.20	Corporate Risk Management Policy	N
2.21	External Post / Carriage of Parcels	Y
2.22	Guidance to Officers on Court Procedures and the Collecting and Giving of Evidence	N

2.23	Hospitalisation of On-Duty Personnel	N
2.23A	Occupational Health Scheme – Provision of Physiotherapy Services	N
2.24	Business Cards	Y
	Procedure on Setting Up and Following the Progress of Working Parties	
2.25		N
2.26	Divisional Audit/Performance Review Administration	N
2.27	Exit Interviews	N
	Work/Life Balance – Job Share/ Homeworking / Procedure to Request Flexible Working	
2.28		Y
2.29	Maternity / Paternity Procedure and Guidance	N
2.30	Issue of New and Amendment of Existing Service Forms	N
2.31	Policy on Gradings	N
2.32	Management of Retirement	N
2.33	Room Booking & Reservation Procedure	N
		N
3.1	Place of Residence – Flexible Duty System - Uniformed Officers	N
3.2	Assisted Car Purchase Scheme	N
3.3	Meritorious Conduct Scheme	N
3.4	Control Car Hire Scheme – Conditions	N
3.5	Discipline Procedure and Guidance	N
3.6	Continual Professional Development Scheme	N
3.7	Appointment of Temporary Corporate Support Staff	N
3.8	Appliance Availability/Staffing and Detached Duties	N
3.9	Service in Volunteer Organisations	N
3.10	Tyne & Wear County Council Injury Benefit Scheme	N
	Medical Charges & Expenditure (Grey Book Conditioned Personnel Only)	
3.11		Y
3.12	Appointment of Temporary Corporate Staff (Agency)	N
3.13	Immunisation of Personnel Against Infectious Diseases	N
3.14	Redundancy Policy & Procedure	N
3.15	Capability/Performance Procedure and Guidance	N
3.16	Grievance Procedure – Uniformed & Corporate Support Staff	N
3.17	Local Government & Housing Act 1989 Politically Restricted Posts	N
3.18	Redeployment Procedure	N
3.19	Secondary Employment	N
3.20	Code of Conduct – All Personnel	N
3.21		N
3.22	Working Time Directive	N
3.23	Partial Performance Policy	N
3.24	Wholetime/Retained Policy	N
3.25	Dayshift Flexible Working Hours Scheme - Uniformed Staff	N
3.26	Flexible Working Hours Scheme - Corporate Staff	N
3.27	Voluntary Recall to Duty System	N
3.28	FDS Officers' Flexible Working Hours Scheme	N
	Managing Allegations against Staff who work with Children and Young People	
3.29		N
	Guidance for Safe Working Practice for Staff who work with Children and Young People	
3.30		N
3.31	Managing Allegations Against Staff When Safeguarding Adults	N
4.1		
4.2	Procurement & Stores Procedures	N
4.3	Clothing and Personal Equipment	N
4.4		
4.5		
4.6		
4.7	Inventories	N
4.8		
4.9		
4.10	Photocopiers	Y
4.11	Service Security - Keys	N
4.12		
4.13		
4.14		
4.15		
4.16	Divisional Budgeting Control - Cleaning Materials / Stationery Items	N
4.17		
4.18	Service Contracts	N
4.19	Personal Protective Equipment - Care & Maintenance	N
5.1	Personal Welfare Services	N
5.2	Registered Clubs on Service Premises	N
5.3	Social and Welfare	N

5.4	Child Protection Procedures	N
5.5	Youth Strategy	N
5.6	YFA Policy	N
5.7	Child Protection Policy	N
5.8	Child Protection Guidance	N
6.1	Mess Club Management	N
6.2		
6.3	Procedure for Procuring Catering	N
7.1	Overtime	Y
7.2	Payment of Salaries and Wages – General	Y
7.3	Petty Cash	Y
7.4	Financial Matters in Respect of Attendance at Court	Y
7.5	Telephone Allowances	Y
7.6	Mess Club Rules and Associated Matters	N
7.7	Fireman's Pension Scheme (Internal Dispute Resolution Procedures)	Y
7.8	Telephone Coinboxes – Emptying & Banking Arrangements	Y
7.9	Scheme for the Payment of Additional Travelling Expenses	Y
7.10	Attending Training Courses – Reimbursements	Y
7.11	Travelling and Subsistence (Motor Car Allowances)	Y
7.11A	Mileage Claim Authorisation Procedure	Y
7.12	Acting Up Allowances	Y
7.13	Subsistence Allowances – Uniformed Staff	Y
7.14	Courses at the BTC – Corporate Support Staff	Y
7.15		
7.16	Fire – Submission of Bids for External Funding	Y
7.17	External Auditors Communications Protocol	Y
7.18	Procedure for Completion of Forms to Guidance Approve the Creation of a New Post on the Establishment	N
8.1	Business Continuity Planning Policy	N
8.2	Project Management Policy	N
8.3	Project Management Toolkit	N
8.4	Project Management Guidance	N
8.5	Service E-mail	N
8.6	E-Communications Policy	N
8.7	E-Communications Procedure	N
8.8	(Interim) Internet Access Policy	N
9.1		
9.2	Estates Management Department – Works Repair/Request Procedure	N
9.3	Fuel Efficiency and Meter Readings	N
9.4	Estates Management Department - General	N
9.5	Appliance Room Up and Over Doors	N
9.6		
9.7	Headquarters Security Pass System	N
9.8	Portable Appliance Tests	N
9.9	Minor Property Repairs – Divisional / Departmental Responsibilities	N
9.10	Service Security	N
9.11	Procedures for Suspected Chemical, Biological or Package containing Incendiary Device	N
12.1	Post Incident Care for Small Children - Trauma Ted System	N
12.2	Community Open Day Guidelines	N
12.3		
13.1	Hazardous Detection, Identification and Monitoring (HDIM) Suite of Equipment	Y
13.2	Appliance Equipment Checks	N
13.3	Operational Equipment – Loss, Damage, Critical Equipment Failures and Servicing	Y
13.4	Hydrants and Water Supplies	N
13.5	Parades at Change of Watch	N
13.6	Urban Search and Rescue (USAR)	N
13.7	Strategic Managers' Rota	N
13.8	Handover Book Procedure	N
13.9		
13.10	Withdrawal from Undertaking Service Driving Duties	N
13.11		
13.12	Inspection of Exercise Sites by Health and Safety Representatives	N
13.13	Road Safety and Traffic Calming Measures	N

13.14		
13.15	Avoiding Unwanted Calls made by Automatic Fire Detection Systems	N
13.16	Cross Border Operational Activity and Transfer of Information	N
13.17	Automatic Alarms - PDA	N
13.18		
13.19	Operational Pre-Planning Procedure	N
13.20		
13.21		
13.22		
13.23		
13.24		
13.25	Pre-Determined Attendances	Y
14.1	Post Entry Training and Education	N
14.2	External Training Providers	N
14.3		
14.4	Qualified Firefighter – Payment of Increment	N
14.5	Chief Fire Officer's Qualification Register	N
14.6	Research & Training Trust Fund	N
14.7	For Completion of Corporate Training Records	N
14.8	Project Evaluation Policy	N
14.9	Project Evaluation Procedure	N
14.10	Project Evaluation Guidance	N
16.1	The Issue and Use of Mobile Telephones by Service Personnel	N
17.1	Vehicle Accident/ Minor Damage Procedure	N
17.2		
17.3	Supply and Issue of Vehicle Fuel / Oil	N
17.4	Maintenance of appliances, (fuel) powered equipment and ladder replacement	N
17.5	Use of Service Vehicles	Y
17.6	Fire Appliance - Tyre Re-grooving Policy	N
17.7	Garaging of Reserve Appliances and other Vehicles	N
17.8	Off-Road Driving with Firefighting Appliances	N
	<b>ALL OF THIS SECTION HAS BEEN MOVED TO H&amp;S MANUAL</b>	
18.1	Alcohol Abuse Policy (incl. Consumption of Alcohol Whilst on Duty)	
18.2	Health and Safety at Work Act 1974	
18.3	Service Safety Boxes	
18.4	Information to Employees Health and Safety Law	
18.5	Health, Safety and Welfare – Notice Boards	
18.6	Safety Spectacles for Driving Purposes	
18.7	Exposure to Diesel and Other Fumes	
18.8	Station Underground Tank Water Quality Maintenance and Testing Procedure	
18.9	The Noise at Work Regulations 89	
18.10	Control of Substances Hazardous to Health (COSHH)	
18.11	Occupational Health Psychologist Stress Counselling Service	
18.12	Safety Policies and Procedures	
18.13	Smoking Policy	
18.14	Provision and Use of Work Equipment Regs 92 Personal Protective Equipment Regs 92	
18.15	Manual Handling Operations Regulations 92	
18.16	Psychological Debriefing Team	
19.1	Service Procedure for Dealing with Complaints	N
20.1	Warrants of Authority/Identity Cards	N
21.1	Fostering Network Policy	N
22.2	Fire Retardant Bedding Policy & Procedure	N
22.3	Community Safety Evaluation Policy and Procedure	N
21.4	P & E Resources Policy	N
21.5	CS Purchasing (District) Procedure	N
21.6	Education Policy Statement	N
21.7	Prevention & Education Attendance at Weekend Events Policy	N
21.8	CS Advertising Policy	N
21.9	CFS Creche Policy & Procedure	N
21.10	Youth Forum Policy & Procedure	N
21.11	Phoenix Project Procedures	N
21.12	Wings (GIS) Mapping Procedure for ATF Team	N

