PREVENTING PROTECTING RESPONDING

TYNE AND WEAR FIRE AND RESCUE SERVICE
"Creating the Safest Community"

PUBLICATION SCHEME

Version 1.0
18th December 2007

Classes of Information Currently Published

Class	Sub-heading	Format of Information	Availability and Cost
Operational - firefighting and rescue.	• Policies/Procedures Manuals - *e.g. major incident plans* • Emergency Cover/Areas • Vehicle/Appliances • Equipment • Special Services *e.g. pumping out flooded premises* • Fire-fighting at Sea • Fire-fighting from Rivers	Brochures and internal documents Maps and Plans Leaflets	Local Libraries Information Officer
Personnel * and Training	• Recruitment • Terms and Conditions • Disciplinary Procedures • Staff Appraisal Policy • Statistics • Equal Opportunities • Training Strategy • Pension information • Operational Training Manuals • Non-Uniformed (excluding Personal Data) • Integrated Personnel Development System (IPDS)	Application Forms Documents Leaflets Authority Reports	Local Libraries Information Officer
Occupational Health and Safety - *advice to staff and public on fire related issues*	• Occupational Health Advice • Risk Assessment - *evaluating risks to people* • Welfare • Statistics	Leaflets Tables	Information Officer
Managing the Service	• Guidance on	Official publications	Information Officer

	Management • Policies and Procedures • Service Structure	Web-site	
Plans and Procedures	• Strategic Plan • Best Value Plans • Strategies *e.g. Community Safety* • Service Orders *e.g. dealing with burning vehicles* • Service Plans	Authority Reports Brochures	Information Officer
Budgets	• Annual Budget • Financial Summary • Annual Statement of Accounts from 1986	Authority Reports	Information Officer
Premises (locations of stations etc.)	• Community Fire Stations • Training Centres • Service Headquarters • Technical Service Centre	Tables and Plans Web-site	Information Officer
Purchasing and Supplying	• Policy Statement - *purchasing strategy* • Uniforms • Stationary • Operational Equipment • Vehicles, Appliances and Cars • Smoke Alarms	Authority Reports Internal Documents	Information Officer
Information and Communication Technology	• Equipment: Software and Hardware • Policies and Strategies • Technical Specifications • IT Development • Communications	Authority Reports Internal Documents Manuals	Information Officer

	Networks • Communication Procedures • Collaborative Projects		
Public Relations	• News/Press Releases • Incidents of Interest • Complaints Procedure • Newsletters	Internal Documents	Information Officer
Fire Safety (FS) Community FS Technical FS and Enforcement	• Community FS Plan - how we promote FS • Fire Safety at Home and Community • FS for Schools/Young People • Statistics • Fire Safety Campaigns • Young Firefighters • Arson Task Force • Commercial FS • Policy and Procedure • Guidance • Statistics	Leaflets Brochures Posters Stickers Manuals Documents	Information Officer Community Fire Stations
Performance	• Best Value Indicators • BV Performance Plans and Reviews • Statistics • Audit Reports • HM Fire Service Inspectorate Reports • Performance Management	Authority Reports Internal Documents	Information Officer
Committees and partnerships *	• Fire Authority • Public Protection • Premises	Agendas/Open Reports and Minutes Reports Brochures	Information Officer

	• Trade Unions Liaison • Service Management Team • Equal Opportunities • Local Partnership Agreements		
Emergency Planning and Civil Defence	• Civil Defence and Emergency Plans • Control of Major Accident Hazards Plans (COMAH) • Pipeline Plans	Summary Documents Brochures/Leaflets Brochures/Leaflets	Tyne and Wear Emergency Planning Unit (General Information)
Managing the Unit	• Unit Structure • Policies and Procedures	Web site Hard copy	Tyne and Wear Emergency Planning Unit
Plans and Procedures	• Business Plan • Training Strategy	Hard copy Hard copy	
Budgets	• Annual Budget • Financial Summary • Statement of Accounts	Business Plan Hard copy Hard copy	
Performance	• Strategic Plan 2004/2009 • Audit Reports • Best Value Management Reviews	Progress Reports Reports Reports	
Committees and Partnerships	• Emergency Planning Committee Reports • Authority Reports • Service Level Agreements • District Liaison Officer (DLO) Meetings	Agendas/Reports/Minutes	
Public Relations	• Incidents of Interest • Complaints Procedure	Web-site Hard Copy	Tyne and Wear Emergency Planning Unit