

**TAYSIDE FIRE AND RESCUE BOARD****REPORT BY THE CHIEF FIRE OFFICER****11 MAY 2009**

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**FREEDOM OF INFORMATION (SCOTLAND) ACT 2002  
ENVIRONMENTAL INFORMATION (SCOTLAND) REGULATIONS 2004  
REVISED PUBLICATION SCHEME****Abstract**

This Report advises Members of the revised Publication Scheme, which has been prepared in collaboration with the seven other fire and rescue services. The production of the Publication Scheme is in compliance with the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

**1 RECOMMENDATIONS**

It is recommended that Members approve the adoption of the revised Publication Scheme, as appended to the report, which has the approval of the Office of the Scottish Information Commissioner.

**2 BACKGROUND**

The Freedom of Information (Scotland) Act 2002 was introduced by the Scottish Parliament in order to ensure people have the right of access to information held by Scottish public authorities. The Act states that any person can receive information requested from a public authority, subject to certain exemptions such as protection of personal data, commercial confidentiality or national security. The Act came into force on 1 January 2005.

The Act places an obligation on Scottish public authorities to adopt, maintain and review a Publication Scheme, in which they will list the types of information they will make available as a matter of course to the public.

Schedule 1 of the Act lists the Scottish public authorities covered by the Act and places the obligation on Joint Boards, rather than fire and rescue services.

The Act allows for the development and approval of model publication schemes for public authorities of a similar function. This allows for the adoption of a standard scheme by all authorities of a similar nature, ensuring consistency across the sector.

**3 DEVELOPMENT AND REVIEW OF THE MODEL PUBLICATION SCHEME**

In 2003 Tayside Fire and Rescue joined a working group consisting of representatives from all eight Scottish fire and rescue services to create the first Scottish fire and rescue service Model Publication Scheme. That Model Publication Scheme was approved by

the Office of the Scottish Information Commissioner and subsequently adopted by the previous Board.

The Act requires that all publication schemes are reviewed and updated in accordance with timescales set by the Office of the Scottish Information Commissioner. A 'task-and-finish' sub-group of the Chief Fire Officers Association Scotland Information Management Group has carried out a review of the original model publication scheme. This revised scheme has achieved approval from the Office of the Scottish Information Commissioner.

The only significant change, or addition, to the Model Publication Scheme has been the inclusion of an 'environmental information' class, to comply with the Environmental Information (Scotland) Regulations 2004. In this class we will make available (where possible) information relating to: environmental policies; partnership agreements; utilities consumption; recycling policies and procedures; and procurement policies and procedures.

#### **4 ADOPTION OF THE REVISED MODEL PUBLICATION SCHEME**

There is a requirement for fire and rescue Boards to formally adopt the Model Publication Scheme following its approval.

The deadline for Tayside Fire and Rescue Board to adopt the model publication scheme was 27 February 2009. An informal request was made to Information Commissioner regarding late application, as Tayside Fire and Rescue Board would not meet to approve the publication scheme until after this date. The advice of OSIC was that an application be made before the 27 February deadline, with a note indicating that the application is subject to Board approval.

If fire and rescue Boards decide not to adopt the Model Publication Scheme, a bespoke scheme would be required and submitted to the Scottish Information Commissioner. However, the Office of the Scottish Information Commissioner would require strong justification as to why model scheme adoption would not be suitable.

#### **5 FINANCIAL IMPLICATIONS**

There are no specific financial implications relating to the adoption of the Model Publication Scheme.

#### **6 CONSULTATION**

The Clerk and Treasurer have been consulted in the preparation of this Report.

#### **7 CONCLUSION**

The Tayside Fire and Rescue Publication Scheme has been produced in collaboration with the other seven Scottish fire and rescue services. The Model Publication Scheme, produced by all eight services has been approved by the Office of the Scottish Information Commissioner.

S Hunter  
Chief Fire Officer

Background Papers

No background papers, as defined in Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

Fire and Rescue Headquarters  
DUNDEE



**TAYSIDE FIRE AND RESCUE**



**MODEL PUBLICATION SCHEME**

**FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

**AND**

**ENVIRONMENTAL INFORMATION (SCOTLAND) REGULATIONS 2004**

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## INTRODUCTION TO MODEL SCHEME

The Freedom of Information (Scotland) Act 2002 (the Act) gives a general right of access to all types of information held by Scottish public authorities, sets out exemptions from that right and places a number of obligations on public authorities, including the development of an approved Publication Scheme.

The Environmental Information (Scotland) Regulations 2004 (the Regulations) give a specific right of access to environmental information held by Scottish public authorities, set out exceptions from that right and places a number of obligations on public authorities, including the active dissemination of environmental information.

The Chief Fire Officers Association (CFOA) (Scotland), which represents all Scottish Fire and Rescue Services, recognises the need for a consistent approach to compliance with the Act and Regulations. A working group was established to prepare the initial Model Publication Scheme under Section 23 of the Act, for approval by the Scottish Information Commissioner (SIC). The initial Model Publication Scheme has been revised by the CFOA(S) Information Management group and submitted to the Scottish information Commissioner for approval.

Following approval by the SIC of the revised Model Scheme on 15 January 2009 the Convener of Tayside Fire and Rescue Board and the Chief Fire Officer of Tayside Fire and Rescue have adopted the CFOA Scotland model scheme.

Any enquiries regarding this Model Scheme should be directed to:

Gillian Taylor  
Clerk To Tayside Fire and Rescue Board  
2 High Street  
Perth  
PH1 5PH

01738 475135  
[gataylor@pkc.gov.uk](mailto:gataylor@pkc.gov.uk)

Stephen Hunter, QFSM BSc MBA MCGI FIFireE  
Chief Fire Officer  
Tayside Fire and Rescue  
Fire and Rescue Headquarters  
Blackness Road  
DUNDEE  
DD1 5PA  
01382 322222  
[stephen.hunter@taysidefire.gov.uk](mailto:stephen.hunter@taysidefire.gov.uk)

## **PURPOSE AND AIM OF THE PUBLICATION SCHEME**

The Freedom of Information (Scotland) Act 2002 received Royal Assent on 28 May 2002. The Act gives a general right of access to all types of information held by Scottish public authorities. The Act ensures that, subject to certain exemptions, any person can receive information that they request from a public authority.

The Freedom of Information (Scotland) Act requires every Scottish public authority to adopt and maintain a Publication Scheme, to publish information in accordance with that Scheme and to periodically review that Scheme.

The Act states that “A Publication Scheme must specify:

- a) Classes of information that the authority publishes or intends to publish
- b) The manner in which information of each class is, or is intended to be, published; and
- c) Whether the published information is, or is intended to be, available to the public free of charge or on payment.”

In adopting or reviewing its Publication Scheme, the authority must have regard to the public interest in:

- a) Allowing public access to information held by it and in particular, to information which:
  - i Relates to the provision of services by it, the cost to it of providing them or the standards attained by services so provided; or
  - ii Consists of facts, or analyses, on the basis of which decisions of importance to the public have been made by it;
- b) The Publication of reasons for decisions made by it.

Tayside Fire and Rescue Board has regard to the public interest in information the fire and rescue service and Board hold. In the creation of this Publications Scheme, Tayside Fire and Rescue Board has been mindful of the value of openness and transparency.

The Chief Fire Officers Association Scotland (CFOAS) commends the publication of information via this Publication Scheme as a positive opportunity for the public to gain greater understanding about what a fire and rescue service does, how it operates and how it contributes to public life.

## **ABOUT THE SCOTTISH FIRE AND RESCUE SERVICE**

Following the introduction of the Local Government etc (Scotland) Act 1994 and local government reorganisation in 1996, the current fire and rescue services were established. Section 36 of the Act allows for the creation of fire and rescue authorities which are run by joint boards, other than Fife and Dumfries and Galloway where the fire and rescue authority is a function of the unitary authority. The responsibility for the provision of a fire and rescue service lies with the fire authority.

Tayside Fire and Rescue Board has responsibility for the provision of a fire and rescue service for the Angus, Dundee and Perth and Kinross areas. Day to day running of the service is devolved to the Chief Fire Officer of Tayside Fire and Rescue. The Service has a statutory duty under the Fire (Scotland) Act 2005 to provide services in the following areas:

- Fire safety
- Firefighting
- Road traffic collisions
- Other emergencies as identified by 'additional functions' orders issued by Scottish Ministers

Other emergencies includes incidents such as mass decontamination (decontamination following incidents involving chemicals or hazardous materials), large scale structural collapse and urban search and rescue, amongst other things.

Day to day issues are dealt with by Tayside Fire and Rescue, while policy and financial decisions are ratified by the Board. This Publication Scheme, like other information required by statute, is presented by Tayside Fire and Rescue Board. However, for the purposes of this Scheme, the majority of information will be available from Tayside Fire and Rescue. Where information is available solely from Tayside Fire and Rescue Board this is indicated.

## **PUTTING OUR PUBLICATION SCHEME TOGETHER**

The classes of information that have been identified in our Publication Scheme cover information that we are already asked for, or that we feel are in the interest of the public.

We are keen to ensure the contents of our Publication Scheme reflect the needs and expectations of the public. Public consultation is an ongoing process for Tayside Fire and Rescue and our Publication Scheme may be amended from time to time to incorporate the results.

We will also develop and amend our Publication Scheme in response to requests for information that may not have been anticipated or to changing expectations and demands. A feedback form – **on page 25** - is available as part of our Publication Scheme and we ask that you use it to advise us if you feel that information should be made available in our Scheme.

Application will be made to the Office of the Scottish Information Commissioner to develop and amend any classes of information where necessary.

## OBTAINING INFORMATION FROM TAYSIDE FIRE AND RESCUE

### Information available under our Publication Scheme

Our Publication Scheme has been designed to identify information and publications that are available from Tayside Fire and Rescue Board and Tayside Fire and Rescue.

**Online**                   Wherever possible, information listed in our Publication Scheme is available on our website [www.taysidefire.gov.uk](http://www.taysidefire.gov.uk) and can be freely downloaded. A link will take you to the relevant page or document. If you have any trouble finding any document listed under our Publication Scheme please contact us for assistance.

**By email**                If the information you request is not available on our website but is listed in our Publication Scheme, we will send it to you by email wherever practicable. Please provide a telephone number so that we can call to clarify any details if necessary.

**By telephone**        Information can be requested over the phone. Please contact us to request information available under this Publication Scheme.

**By post**                Most information is also available in a paper copy form. Please address your request to the person detailed in the **CONTACT US** section on **page 18**.

When requesting information, please include the following details: your name and address, the information or documents you want to see and any fee applicable. Please also provide a telephone number so that we can call to clarify any details if necessary.

If you have any difficulty accessing the information you require please contact us. We will be happy to help.

## **INFORMATION THAT WE MAY WITHHOLD**

All information covered by our Publication Scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in maintaining this Publication Scheme is to be as open as possible. You should note however that there may be limited circumstances where information will be withheld from one of the classes of information listed. Information will only be withheld, however, where the Freedom of Information (Scotland) Act 2002 (or in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.

Information may be withheld for example, where its disclosure would breach the law of confidentiality, harm and organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this and will set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide the information requested with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please **contact us**.

## **OUR CHARGING POLICY**

Unless stated otherwise in the classes of information, all information contained within our Publication Scheme is available free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will be provided to you once payment has been received.

### **Reproduction costs**

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

### **Postage costs**

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

## **OUR COPYRIGHT POLICY**

Tayside Fire and Rescue holds the copyright for the vast majority of information in this Publication Scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The Publication Scheme may, however, contain information where the copyright holder is not Tayside Fire and Rescue. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this Publication Scheme will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

## **OUR RECORDS MANAGEMENT AND DISPOSAL POLICY**

Section 61 of the Act required the issue of a Code of Practice on the keeping, management and destruction of records. The section 61 code is statutory guidance to all Scottish Public Authorities on record management practices. Part One of the Code recommends a records management strategy to support and guide corporate functions.

Tayside Fire and Rescue has records management policies and procedures. These are published under the 'How we measure our performance' class of this Publication Scheme.

## FEEDBACK

The Freedom of Information (Scotland) Act 2002 requires that we review our Publication Scheme from time to time. As a result, we welcome feedback on how we can develop our Scheme further. If you wish to comment on any aspect of this Publication Scheme, then please **contact us**. You may, for example wish to tell us about:

- other information that you would like to see included in the Scheme;
- whether you found the Scheme easy to use;
- whether you found the Scheme useful;
- whether our staff were helpful;
- other ways in which our Scheme can be improved.

## **MAKING A COMPLAINT**

Our aim is to make our publication scheme as user-friendly as possible and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Publication Scheme, however, then please **contact us** and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this Scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing\* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

### **Scottish Information Commissioner**

Kinburn Castle

Doubledykes Road

St Andrews

Fife

KY16 9DS

Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information carry similar rights.

## HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME

If the information you are seeking is not available under this Publication Scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please **contact us**.

### ***Charges for information which is not available under the scheme:***

The charges for information which *is* available under this scheme are set out under **Our Charging Policy**. If you submit a request to us for information which *is not* available under the scheme the charges will be based on the following calculations:

#### *General information requests:*

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

#### *Charges for environmental information:*

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information:

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying
- Postage is charged at actual rate for first class mail
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

*Requests for your own personal data:*

Tayside Fire and Rescue personnel who desire copies of any data held on her/himself will be dealt with timeously and levied at the standard rate of £10. Such copies will be supplied, unless it is impossible to do so or would require disproportionate effort, following an application in writing to the Chief Fire Officer and proof of identity.

## **CONTACT US**

If you wish to make a request for information not contained within this Publication Scheme, have any queries regarding the Scheme, or would like assistance please contact:

Carol Wade  
Admin Co-ordinator  
Tayside Fire and Rescue  
Fire and Rescue Headquarters  
Blackness Road  
Dundee  
DD1 5PA

Tel: 01382 322222

Email: [carol.wade@taysidefire.gov.uk](mailto:carol.wade@taysidefire.gov.uk)

## **CLASSES OF INFORMATION**

The Fire (Scotland) Act 2005 required Scottish Ministers to prepare a Fire and Rescue Framework for Scotland, setting out priorities, objectives and guidance to fire and rescue authorities in the carrying out of their functions under the Act.

This Publication Scheme is arranged into 'classes' of information, based on the priorities laid out by the Scottish Government in the Fire Scotland Framework Document and on priorities and requirements under the Local Government (Scotland) Act 2003. These include:

- How the service is structured and managed
- Budgets - where the service gets its money and how it spends it
- How we measure our performance
- How we provide our fire fighting, rescue and environmental response
- How we ensure the safety and well-being of our community (community fire safety)
- How we recruit, retain and develop our staff
- How we look after the health, safety and welfare of our staff
- How we communicate with our stakeholders
- How we use Information Technology to support our service provision
- How we purchase our supplies and equipment
- Where our fire stations and other properties are
- How we ensure the protection of the environment

## Classes of information

Class	Description	Format of information	Availability and cost
How the service is structured and managed	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> <li>• Standing Orders of the Board*</li> <li>• Administration Scheme*</li> <li>• Board agenda and minutes*</li> <li>▪ Management structure</li> <li>▪ Management team agenda and minutes</li> <li>▪ Service organisation structure</li> <li>▪ Service Plan</li> <li>▪ Integrated risk management plan (IRMP)</li> </ul>	<p>Documents</p> <p>Website</p> <p>Minutes</p>	<p>Free</p> <p>Available on website where possible and in print by request</p>

\* This information is only available from the Clerk to the Fire and Rescue Board, who can be contacted at:

Gillian Taylor  
 Clerk to Tayside Fire and Rescue Board  
 2 High Street  
 Perth  
 PH1 5PH  
 01738 475135  
[gataylor@pkc.gov.uk](mailto:gataylor@pkc.gov.uk)

<b>Class</b>	<b>Description</b>	<b>Format of information</b>	<b>Availability and cost</b>
Budgets - where the service gets its money and how it spends it	In this class we will make the following documents available: <ul style="list-style-type: none"> <li>▪ Financial Regulations*</li> <li>▪ Annual Budgets – capital and revenue</li> <li>▪ Annual Statement of Accounts</li> </ul>	Reports Documents Graphs Website	Free  Available on website where possible and in print by request
How we measure our performance	In this class we will make the following documents available: <ul style="list-style-type: none"> <li>▪ Service plan</li> <li>▪ Annual performance report</li> <li>▪ Performance indicators</li> <li>▪ Audit reports – internal and external</li> <li>▪ Scottish Fire and Rescue Advisory Unit reports</li> <li>▪ Equality Impact Assessments</li> <li>▪ Records management policies and procedures</li> </ul>	Reports Documents Website Leaflets	Free  Available on website where possible and in print by request
How we provide our fire fighting, rescue and environmental response	In this class we will make the following documents available: <ul style="list-style-type: none"> <li>• Integrated risk management plans</li> <li>• Business continuity plans</li> <li>• Community Risk Register</li> <li>• Fleet lists (vehicles)</li> <li>▪ Special services – types and charges</li> <li>▪ Fire reports</li> </ul>	Documents Maps/plans Lists Leaflets/website Reports	Free  Available on website where possible and in print by request

\* This information is only available from the Clerk to the Fire and Rescue Board, who can be contacted at:

Gillian Taylor  
Clerk to Tayside Fire and Rescue Board  
2 High Street  
Perth  
PH1 5PH  
01738 475135  
[gataylor@pkc.gov.uk](mailto:gataylor@pkc.gov.uk)

Class	Description	Format of information	Availability and cost
How we ensure the safety and well-being of our community (community fire safety)	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> <li>▪ General fire safety information</li> <li>▪ Fire safety national campaigns</li> <li>▪ Fire safety local initiatives</li> <li>▪ Community fire safety initiatives</li> <li>▪ Inspections statistics</li> <li>▪ Road Traffic Collisions (RTC) initiatives</li> <li>▪ Other safety initiatives</li> </ul>	<p>Documents Stickers Leaflets Posters Website</p>	<p>Free</p> <p>Available on website where possible and in print by request</p>
How we recruit, retain and develop our staff	<p>In this class we will make the following documents available:</p> <ul style="list-style-type: none"> <li>▪ Recruitment policies and procedures</li> <li>▪ Conditions of service</li> <li>▪ Discipline policies and procedures</li> <li>▪ Employee statistics</li> <li>▪ Pension Scheme information</li> <li>▪ Integrated Personal Development System (IPDS)</li> <li>▪ Personnel development schemes</li> <li>▪ Equality and diversity schemes</li> <li>▪ Equality forum agenda and minutes</li> <li>▪ Assessment and Development Centre (ADC) policies and procedures</li> </ul>	<p>Applications forms Documents Leaflets Website Graphs Reports Minutes</p>	<p>Free</p> <p>Available on website where possible and in print by request</p>

<b>Class</b>	<b>Description</b>	<b>Format of information</b>	<b>Availability and cost</b>
How we look after the health, safety and welfare of our staff	In this class we will make the following documents available: <ul style="list-style-type: none"> <li>▪ Health and safety policy</li> <li>▪ Occupational health advice</li> <li>▪ Workplace risk assessments</li> <li>▪ Health and safety committee agenda and minutes</li> <li>▪ Welfare arrangements</li> <li>▪ Health and safety statistics</li> </ul>	Documents Reports Graphs Website	Free  Available on website where possible and in print by request
How we communicate with our stakeholders	In this class we will make the following documents available: <ul style="list-style-type: none"> <li>▪ Stakeholder consultation</li> <li>▪ Media relations</li> <li>▪ Complaints – procedure and statistics</li> <li>▪ Newsletters</li> <li>▪ Events</li> <li>▪ Partnership register</li> </ul>	Documents Reports Leaflets Press releases Newsletters Website	Free  Available on website where possible and in print by request
How we use Information Technology to support our service provision	In this class we will make the following documents available: <ul style="list-style-type: none"> <li>▪ IT use policies</li> <li>▪ IT strategy</li> </ul>	Documents Reports Specifications	Free  Available on website where possible and in print by request

<b>Class</b>	<b>Description</b>	<b>Format of information</b>	<b>Availability and cost</b>
How we purchase our supplies and equipment	In this class we will make the following documents available: <ul style="list-style-type: none"> <li>▪ Procurement policy</li> <li>▪ Terms and conditions, lists of suppliers</li> <li>▪ Procurement statistics</li> <li>▪ Collaborative agreements</li> </ul>	Documents Graphs Lists	Free  Available on website where possible and in print by request
Where our fire stations and other properties are	<ul style="list-style-type: none"> <li>▪ Fire Stations</li> <li>▪ Training Centres</li> <li>▪ Headquarters</li> </ul>	Maps Descriptions	Free  Available on website where possible and in print by request
How we ensure the protection of the environment	In this class we will make the following documents available: <ul style="list-style-type: none"> <li>▪ Environmental policies</li> <li>▪ Partnership agreements</li> <li>▪ Utilities consumption</li> <li>▪ Recycling policies and procedures</li> <li>▪ Procurement policy and procedures</li> </ul>	Documents Reports Statistics	Free  Available on website where possible and in print by request

**TAYSIDE FIRE AND RESCUE  
PUBLICATION SCHEME FEEDBACK FORM**

Please use this form to contact Tayside Fire and Rescue if you have any observations or suggestions regarding our Publication Scheme.

You may also use this form to request any Publication from the Publication Scheme you require in hard copy.

<b>Name</b>

<b>Postal address</b>

<b>Postcode</b>

<b>Telephone number</b>

<b>Email address</b>

<b>Comment</b>

<b>Preferred method of response eg email, hard copy, etc</b>

## APPENDIX 1 – FIRE SERVICE ABBREVIATIONS

Like most organisations, abbreviations are commonly used in our information. To help you understand the information you may receive from our Publication Scheme, we have listed commonly used Fire Service abbreviations:

### A

ALP	Aerial Ladder Platform
ALU	Air Lifting Unit
ACO	Assistant Chief Officer
ACFO	Assistant Chief Fire Officer
ADC	Assessment and Development Centre
Actg	Acting
AFA	Automatic Fire Alarm
AFD	Automatic Fire Detection
AFFF	Aqueous Film Forming Foam
AM	Area Manager
Amb	Ambulance
ARP	Aerial Rescue Pump
ART	Ability Range Test
ATV	All Terrain Vehicle

### B

BASU	Breathing Apparatus Support Unit
BAMIU	Breathing Apparatus Major Incident Unit
BAT	Breathing Apparatus Tender
BATr	Breathing Apparatus Trailer Unit
BACV	Breathing Apparatus Control Van
BA	Breathing Apparatus
BAECO	Breathing Apparatus Entry Control Officer
BCC	Brigade Command Course
BAI	Breathing Apparatus Instructor
BCU	Brigade Command Unit
BI	Brigade Instructor
BFU	Bulk Foam Unit
BL	Break Down Lorry
BM	Brigade Manager
BTC	Brigade Training Centre
BTO	Brigade Training Officer

### C

CABA	Compressed Air Breathing Apparatus
CCPS	Coverall Chemical Protection Suits
CFBT	Compartment Fire Behaviour Training
CFS	Community Fire Safety
CIMS	Control Incident Management System
CIU	Chemical Incident Unit
CM	Crew Manager
Con Off	Control Officer
CPL	Combined Platform Ladder
CPS	Chemical Protection Suits
CU	Control Unit
CaU	Canteen Unit
CaV	Canteen Van
CFO	Chief Fire Officer

Comm.O.	Communications Officer
Cmd	Command
Con	Control
CRR	Central Risk Register
CFBAC	Central Fire Brigade Advisory Council
CSC	Command Support Section
CS	Community Safety
CSU	Command Support Unit

## D

DCU	Damage Control Unit
Decon.U.	Decontamination Unit
DCFO	Deputy Chief Fire Officer
DCC	Divisional Command Course
DCT	Damage Control Unit
DxF	Damage by Fire

## E

ECO	Entry Control Officer
EFAD	Emergency Fire Appliance Driving Course
EMT	Emergency Medical Technician
EST	Emergency/Salvage Tender
ET	Emergency Tender
Ex. Tele	Exchange Telephone
ELG	Emergency Lifting Gear
ESU	Equipment Support Unit
EVPU	Environmental Protection Unit

## F

FAA	False Alarm Apparatus
FAGI	False Alarm Good Intent
FAM	False Alarm Malicious
FBt	Fire Boat
FDR	Fire Damage Report
FDR1	Fire Damage Report Form
FoT	Foam Tender
FTr	Foam Trailer
FBP	Foam Branch Pipe
FG	Foam Generator
Ff	Firefighter
FCO	Fire Control Officer
FIT	Fire Investigation Team
FEU	Fire Experimental Unit
FS	Fire Safety
FST	Foam Salvage Tender
FSC	Fire Service College
FSU	Foam Salvage Unit
FSEB	Fire Service Examination Board

## G

GFCO	Group Fire Control Officer
GM	Group Manager
GP	General Purpose (lines etc)
GPL	General Purpose Lorry
GTCPS/GTS	Gas Tight Chemical Protection Suits/Gas Tight Suit
GPM	Gallons per Minute

## H

HL	Hose-layer
HP	Hydraulic Platform
HPP	Hydraulic Platform with Booster Pump
HR	Hose Reel
Hrj	Hose Reel Jet from Water Tender Ladder
HRU	Heavy Rescue Unit
HSrep	Health and Safety Representative
HX	High Expansion Foam
HRV	Heavy Rescue Vehicle

## I

IC	Incident Commander
ICS	Incident Command System
ICx	Insufficient Crew x (number)
ILO	Inter Agency Liaison Officer
IRB	Inshore Rescue Boat
ISU	Incident Support Unit

## J

JFf	Junior Firefighter
JCAEU	Joint Committee on Appliance, Equipment and Uniform
JCFBC	Joint Committee on Fire Brigade Communications
JCFBO	Joint Committee on Fire Brigade Operations
Jet	Line of hose from Water Tender Ladder
JO	Junior Officer
JOA	Junior Officer Advancement Course
JFPC	Joint Fire Prevention Committee
JPC	Joint Pensions Committee
JTC	Joint Training Committee

## L

L4	Light 4-wheel drive vehicle
L4P	Four Wheel Drive Vehicle with Pump
L4T	Land Rover Pump
LU	Lighting Unit
LUTr	Lighting Unit Trailer
LX	Low Expansion Foam
LPP	Light Portable Pump (below 1600 lpm)

## M

MISU	Major Incident Support Unit
MVA	Motor Vehicle Accident
MX	Medium Expansion Foam
Mob.O.	Mobilising Officer
Mob.Con	Mobilising Control
MSF	Multi-Storey Flat

## O

OC/Ops	Comms Operations Commander
OHU	Occupational Health Unit
OiC	Officer in Charge
OTPR	Operational Training and Performance Inspectorate
OTR	Off the Run

**P**

P	Pump with 9m or 10.5 m ladder
PE	Pump Escape
PDA	Pre-determined Attendance
PL	Pump with 13.5 m ladder
PM	Prime Mover
PoC	Products of Combustion
PFCO	Principal Fire Control Officer
PAO	Principal Administration Officer
PC	Police Constable
PFA	Probationary Firefighter Assessment
PSTN	Public Service Telephone Network
Pol	Police
PPE	Personal Protective Equipment
PPV	Positive Pressure Ventilation
PTO	Power Takeoff
Pump	Fire Appliance
PST	Pump Salvage Tender

**R**

RCT	Running call telephone
Ret	Retained
RT	Radio Telephone
RFU	Retained Firefighter Union
RFO	Rural Fire Officer
RPU	Rescue Pump Ladder
RTC	Road Traffic Collision
RSU	Rescue Support Unit
RRU	Road Rescue Unit

**S**

SCBA	Self Contained Breathing Apparatus
SC	Sector Commander
SCC	Sector Commander Coordinator
SEU	Special Equipment Unit
SFSTS	Scottish Fire Service Training School
SIU	Special Incident Unit
ST	Salvage Tender
Stn	Station
SCFBAC	Scottish Central Fire Brigade's Advisory Council

**T**

TL	Turntable Ladder
TO	Transport Officer
TC	Training Centre
Temp	Temporary
TIC	Thermal Image Camera
TSU	Technical Support Unit

**V**

Vol	Volunteer
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## **W**

WCC	Watch Command Course
WrL	Water Tender with 13.5 m ladder
WrT	Water tender with 9 m or 10.5 m ladder
WrC	Water carrier
WIU	Water Incident Unit
WM	Watch Manager
WO	Water Officer
WrC	Water Carrier
WSU	Water Support Unit
WS	Workshops
WFB	Works Fire Brigade
WT	Whole-time