# Freedom of Information Act 2000 – Publication Scheme

This publication scheme commits Lancashire Fire and Rescue Service to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below:

The scheme commits Lancashire Fire and Rescue Service:

* To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Service and falls within the classifications below.
* To specify the information which is held by the Service 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 Service 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 Service that has been requested, and any updated versions it holds, unless the Service 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

## Who we are and what we do.

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

* [What we do](https://www.lancsfirerescue.org.uk/about-us/what-we-do/)
* [Combined Fire Authority](https://cfa.lancsfirerescue.org.uk/uuCoverPage.aspx?bcr=1)
* [Senior Management Team Organisational Structure](https://www.lancsfirerescue.org.uk/about-us/whos-who/)
* [Gender Pay Gap Reporting](https://www.lancsfirerescue.org.uk/?s=Gender+Pay+gap)
* [Contact information](https://www.lancsfirerescue.org.uk/contact-us/)
* [Your Local Station](https://www.lancsfirerescue.org.uk/about-us/your-local-station/)

## What we spend and how we spend it.

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

* [Summary of revenue budgets estimates and capital expenditure plans](https://www.lancsfirerescue.org.uk/about/funding)
* [Annual statement of accounts](https://www.lancsfirerescue.org.uk/about/publications/unaudited-statement-of-accounts-2023-24)
* [Financial audit reports – Audit Findings Report](https://www.lancsfirerescue.org.uk/about/publications/statement-of-accounts-2022-23)
* [Pay Policy Statement - expenses paid to or incurred by senior officers (in accordance with Sections 38 to 43 of the Localism Act 2011).](https://www.lancsfirerescue.org.uk/about/publications/pay-policy-statement-2024-2025)
* [Members’ Allowance Scheme and Expenses paid to or incurred by Members of the authority (in accordance with the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003)](https://www.lancsfirerescue.org.uk/about/publications/member-allowance-scheme-2023-2024)
* [Procurement procedures](https://www.lancsfirerescue.org.uk/about/procurement)
* [List of contracts and value](https://www.lancsfirerescue.org.uk/assets/documents/contracts-transparency-data.xlsx)

* [Internal financial regulations and delegated authority – Financial Regs: Click Here and Scheme of Delegation](https://www.lancsfirerescue.org.uk/about/publications/financial-regulations)

## What our priorities are and how we are doing.

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

* Publications, which contains:
  + [Annual Service Plan](https://www.lancsfirerescue.org.uk/about/publications/annual-service-plan-2024-2025)
  + [Strategic Assessment of Risk](https://www.lancsfirerescue.org.uk/about/publications/strategic-assessment-of-risk-2022-2023)
  + [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/about/publications)
  + [Climate Change Operational Response Plan](https://www.lancsfirerescue.org.uk/about/publications)
* [Performance information](https://www.lancsfirerescue.org.uk/about/performance).
* [Reports by HMICFRS](https://www.lancsfirerescue.org.uk/about/publications/hmicfrs-report)
* [Wellbeing (section 3 of Policy).](https://www.lancsfirerescue.org.uk/about/publications/safety-health-and-environment-policy)

# How we make decisions

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

* [Combined Fire Authority - Constitutional, Procedural and Contractual Standing Orders](https://cfa.lancsfirerescue.org.uk/uuCoverPage.aspx?bcr=1)
* [Calendar of Scheduled meetings open to the public](https://cfa.lancsfirerescue.org.uk/mgCalendarMonthView.aspx?GL=1&bcr=1)
* [Agendas and approved minutes of the Combined Fire Authority and Authority Sub‑Committees](https://cfa.lancsfirerescue.org.uk/ieDocHome.aspx?bcr=1)
* [Consultation Strategy](https://www.lancsfirerescue.org.uk/about/publications/consultation-strategy)

# Our policies and procedures

Current written protocols for delivering our functions, services and responsibilities.

* [Publications](https://www.lancsfirerescue.org.uk/about/publications)
* [Members’ Role description](https://cfa.lancsfirerescue.org.uk/documents/s6585/Members%20Role.pdf)
* [Members’ Code of Conduct](https://www.lancsfirerescue.org.uk/about/publications/code-of-conduct-for-members)
* [Policies and procedures for the provision of services](https://www.lancsfirerescue.org.uk/about/what-we-do)
* [Policies and procedures about the employment of staff](https://www.lancsfirerescue.org.uk/search)
* [Safety, Health and Environment Policy](https://www.lancsfirerescue.org.uk/about/publications/safety-health-and-environment-policy)
* [Customer service](https://www.lancsfirerescue.org.uk/contact/get-in-touch)
* [Internal instructions, manuals and guidelines relating to the Fire Authority](https://cfa.lancsfirerescue.org.uk/uuCoverPage.aspx?bcr=1)
* [Freedom of Information, Data Protection and Privacy, provision of Fire Reports](https://www.lancsfirerescue.org.uk/foi-privacy)
* [Pay Policy Statement](https://www.lancsfirerescue.org.uk/about/publications/pay-policy-statement-2024-2025https:/www.lancsfirerescue.org.uk/about/publications/pay-policy-statement-2024-2025)

# Lists and registers

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

* [Freedom of Information & Data Protection](https://www.lancsfirerescue.org.uk/foi-privacy)
* Asset list and information asset register (1) – to be published in due course.
* Registers open to the public for inspection, and arrangements for access to the contents – please contact us by at [dp&foi@lancsfirerescue.org.uk](mailto:dp&foi@lancsfirerescue.org.uk) should you wish to view such information.
* [Register of Members’ Interests (by Member) - (in accordance with the provisions of section 29 of the Localism Act 2011)](https://cfa.lancsfirerescue.org.uk/mgMemberIndex.aspx?bcr=1)
* Register of Gifts and Hospitality – Please note that the [Members’ Code of Conduct](https://www.lancsfirerescue.org.uk/about/publications/code-of-conduct-for-members) states that there is no requirement for Members to declare or register any gifts and hospitality, (subject to any future Regulations) however Members cannot accept any gifts in excess of £50.00 (fifty pounds).

# The services we offer

Advice and guidance, media releases and a description of the services offered.

* [What we do](https://www.lancsfirerescue.org.uk/about/what-we-do) - Information about the provision of the authority’s services
* [Safety Information](https://www.lancsfirerescue.org.uk/safety)
* [Media releases](https://www.lancsfirerescue.org.uk/media)

# Incident related information

* [Recent Incidents](https://www.lancsfirerescue.org.uk/latest-incidents)
* [Requesting Incident Reports](https://www.lancsfirerescue.org.uk/contact/fire-report-request)

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.

The method by which information published under this scheme will be made available

The Service will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Service, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Service will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Service is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Service for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

* photocopying
* postage and packaging
* the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

# Written requests

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

For further information about the publication scheme, please see the [Freedom of Information & Data Protection](https://www.lancsfirerescue.org.uk/foi-privacy) page.​