LEICESTERSHIRE

FIRE and RESCUE SERVICE

FREEDOM OF INFORMATION ACT

MODEL PUBLICATION SCHEME

(Effective from the 1st January 2009)

If you or anyone you know would like assistance in reading or understanding this document in your or their own language please write to Leicestershire Fire and Rescue Service, Anstey Frith, Leicester Road, Glenfield, Leicester, LE3 8HD. Please supply your name and address and the type of assistance required.

તમને અથવા બીજી કોઇ વ્યક્તિ જેને તમે ઓળખતા હોય તેમને આ વિધિસરના કાગળને તમારી અથવા તેમની પોતાની ભાષામાં વાંચવા અથવા સમજવામાં મદદ જોઇતી હોય તો મહેરબાની કરી Leicestershire Fire and Rescue Service, Anstey Frith, Leicester Road, Glenfield, Leicester, LE3 8HD ને લેખિત જણાવો. મહેરબાની કરી તમારું નામ અને સરનામું અને જે પ્રકારની મદદની જરૂર હોય તે પૂરી પાડો.

اگر آپکو اپنی زبان میں یا آپکے کسی جانے والے کو اسکی زبان میں اس دستاویز کو پڑھنے یا سمجھنے میں کسی مدد کی ضرورت ہو تو برائے مہربانی
Leicestershire Fire and Rescue Service, Anstey Frith, Leicester Road,
Glenfield, Leicester, LE3 8HD کو لکھیں۔ برائے مہربانی اپنا نام اور پتہ دیں اور بتائیں کہ آپکو کونسی مدد درکار ہے۔

ਜੇਕਰ ਤੁਸੀਂ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਜਾਂ ਕੋਈ ਹੋਰ ਵਿਅਕਤੀ, ਜਿਸ ਨੂੰ ਤੁਸੀਂ ਜਾਣਦੇ ਹੋ ਉਹ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੜ੍ਹਣ ਜਾਂ ਸਮਝਣ ਵਿੱਚ ਮਦੱਦ ਲੈਣੀ ਚਾਹੁੰਦਾ ਹੋਵੇ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ Leicestershire Fire and Rescue Service, Anstey Frith, Leicester Road, Glenfield, Leicester, LE3 8HD ਨੂੰ ਚਿੱਠੀ ਲਿਖੋ । ਕਿਰਪਾ ਕਰਕੇ ਆਪਣਾ ਨਾਮ, ਸਰਨਾਵਾਂ ਅਤੇ ਜਿਸ ਕਿਸਮ ਦੀ ਮਦੱਦ ਦੀ ਲੋੜ ਹੈ ਲਿਖ ਕੇ ਭੇਜੋ ।

আপনার বা আপনার পরিচিত কারো নিজস্ব ভাষায় এই ডকুমেন্ট পড়তে বা বুঝতে যদি কোন সহায়তার প্রয়োজন হয়, তাহলে অনুগ্রহ করে Leicestershire Fire and Rescue Service, Anstey Frith, Leicester Road, Glenfield, Leicester, LE3 8HD ঠিকানায় লিখুন । অনুগ্রহ করে আপনার নাম ও ঠিকানা এবং কি ধরনের সহায়তা প্রয়োজন, তা উল্লেখ করুন ।

Haddii adiga ama qof aad garanayso uu rabo in laga caawiyo akhriska ama fahanka dukumantigan oo lagugu fahansiiyo luqadaada ama iyaga lagu fahansiiyo luqadooda fadlan u soo qor Leicestershire Fire and Rescue Service, Anstey Frith, Leicester Road, Glenfield, Leicester, LE3 8HD. Fadlan inoo soo gudbi magacaaga iyo ciwaankaaga iyo waliba nooca caawimaada eed u baahan tahay.

FREEDOM OF INFORMATION

Model Publication Scheme

Background

One of the aims of the Freedom of Information Act 2000 is to ensure that public authorities are clear and proactive about the information they will make available to people. To achieve this they must produce a publication scheme

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Leicester, Leicestershire and Rutland Combined Fire Authority and will be valid until further notice.

This publication scheme commits the Authority 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, where this information is held by the Authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Authority:

- 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.

Classes of information

Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

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

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

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

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

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

This information is contained in our guide to the scheme.

Where it is within the capability of a public Authority, 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 Authority 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 Authority 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 Authority 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.

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 Authority 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.