

## Classes of Information Currently Published and Costs

Class	Sub-Heading	Format of Information	Availability and Cost
Operational – fire fighting and rescue	<ul style="list-style-type: none"> <li>• Policies/Procedures Manuals</li> <li>• Fire Cover/Areas</li> <li>• Vehicles/Appliances</li> <li>• Equipment</li> <li>• Special Services e.g. pumping out flooded premises</li> </ul>	Brochures & Internal documents Maps / Plans Leaflets Website	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a>  Management Information Officer (Fire Service Headquarters)  <b>Cost – Free</b>
Personnel & Training	<ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Terms and Conditions</li> <li>• Discipline Procedure</li> <li>• Staff Appraisal</li> <li>• Statistics</li> <li>• Equal Opportunities</li> <li>• Pension information</li> <li>• Operational Training Manuals</li> </ul>	Application Forms Documents Leaflets Brochures & Internal Documents Website	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a>  Management Information Officer (Fire Service Headquarters)  Cost – Free
Occupational Health & Safety – <i>advice to staff &amp; public on Fire related issues</i>	<ul style="list-style-type: none"> <li>• Occ Health Advice</li> <li>• Risk Assessment</li> <li>• Welfare</li> <li>• Statistics</li> </ul>	Leaflets Tables Website	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a>  Management Information Officer (Fire Service Headquarters)  Cost – Free
Managing the Service	<ul style="list-style-type: none"> <li>• Guidance on Management</li> <li>• Policies and Procedures</li> <li>• Brigade Structure</li> </ul>	Official publications Website	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a>  Management Information Officer (Fire Service Headquarters)  Cost – Free
Plans & Procedures	<ul style="list-style-type: none"> <li>• Corporate Plan</li> <li>• Best Value Plans</li> <li>• Strategies</li> <li>• Service Orders</li> <li>• Service Plans</li> </ul>	Authority Reports  Brochures	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a>  Management Information Officer (Fire Service Headquarters)

		Website	Cost – Free
Budgets	<ul style="list-style-type: none"> <li>• Annual Budget</li> <li>• Financial Summary</li> <li>• Annual Statement of Accounts from 1986</li> </ul>	Authority Reports	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a> Management Information Officer (Fire Service Headquarters) Cost - £
Premises	<ul style="list-style-type: none"> <li>• Fire Stations</li> <li>• Training Centres</li> <li>• Headquarters</li> </ul>	Tables & Plans Website	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a> Management Information Officer (Fire Service Headquarters) Cost – Free
Purchasing & Supply	<ul style="list-style-type: none"> <li>• Policy Statement</li> <li>• Uniforms</li> <li>• Stationery</li> <li>• Operational Equipment</li> <li>• Vehicles, Appliances &amp; Cars</li> </ul>	Brochures & Internal documents Website	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a> Management Information Officer (Fire Service Headquarters) Cost – Free
Information & Communication Technology	<ul style="list-style-type: none"> <li>• Equipment: Software &amp; Hardware</li> <li>• Policies &amp; Strategies</li> <li>• Technical Specifications</li> <li>• IT Development</li> <li>• Communications Networks</li> <li>• Communications Procedures</li> <li>• Collaborative Projects</li> </ul>	Internal documents	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a> Management Information Officer (Fire Service Headquarters) Cost – Free
Public Relations	<ul style="list-style-type: none"> <li>• News/Press Releases</li> <li>• Incidents of interest</li> <li>• Complaints</li> <li>• News Letters</li> </ul>	Documents Website	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a> Management Information Officer (Fire Service Headquarters) Cost – Free
Fire Safety:	<ul style="list-style-type: none"> <li>• Community FS Plan</li> <li>• Fire Safety at Home &amp; Community</li> </ul>	Leaflets	<a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a>

<p>Community Fire Safety</p> <p>Technical Fire Safety and Enforcement</p>	<ul style="list-style-type: none"> <li>• FS for Schools/Children</li> <li>• Statistics</li> <li>• Fire Safety Campaign</li> <li>• Young Firefighters</li> <li>• Commercial FS</li> <li>• Policy &amp; Procedure</li> <li>• Guidance</li> <li>• Statistics</li> </ul>	<p>Brochures</p> <p>Posters</p> <p>Stickers Manuals</p> <p>Documents Website</p>	<p>Management Information Officer (Fire Service Headquarters)</p> <p>Cost – Free</p>
<p>Fire Safety: Investigations and Reports</p>	<ul style="list-style-type: none"> <li>• Fire Report (Extracts)</li> <li>• Fire Investigation Report</li> </ul>	<p>Reports &amp; Documents</p> <p>Reports &amp; Documents</p>	<p><a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a> Cost - £100 per extract Statistics Manager (Fire Service Headquarters)</p> <p>Cost - £ on request Fire Investigation Team (Rochdale Borough Headquarters)</p>
<p>Performance</p>	<ul style="list-style-type: none"> <li>• Best Value Indicators</li> <li>• Best Value Performance Plans &amp; Reviews</li> <li>• Statistics</li> <li>• Audit Reports</li> <li>• HMI Reports</li> <li>• Performance Management</li> </ul>	<p>Reports &amp; Documents</p> <p>Website</p>	<p><a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a></p> <p>Management Information Officer (Fire Service Headquarters)</p> <p>Cost – Free</p>
<p>Committees &amp; Partnerships</p>	<ul style="list-style-type: none"> <li>• Fire Authority</li> <li>• Public Protection</li> <li>• Premises</li> <li>• Trades Unions</li> <li>• Equal Opportunities</li> <li>• Local Partnership Agreements</li> </ul>	<p>Agendas</p> <p>Reports</p> <p>Website</p>	<p><a href="http://www.manchesterfire.gov.uk">www.manchesterfire.gov.uk</a></p> <p>Management Information Officer (Fire Service Headquarters)</p> <p>Cost – Free</p>