



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

Scottish Fire and Rescue Service  
Service Delivery Area West  
Bothwell Road  
Hamilton ML3 0EA

[www.firescotland.gov.uk](http://www.firescotland.gov.uk)

Mr Robert James

Direct Line 01698 402627  
E-mail [SFRSinfogov@firescotland.gov.uk](mailto:SFRSinfogov@firescotland.gov.uk)  
Our Ref FOI-003199-2015  
Your Ref  
If phoning or calling ask for Sharon Reid  
Date 9 February 2016

Dear Mr James,

### **Freedom of Information Request**

Thank you for your request for information.

Your request has been processed in accordance with Freedom of Information (Scotland) Act 2002.

Scottish Fire and Rescue Service (SFRS) does not hold a Standard operating Procedure as per your request therefore Section 17(1)(b) of Freedom of Information (Scotland) Act 2002, notice that information not held is applicable.

Vehicle and liability insurance covers all SFRS's vehicles.

Kilwinning fire station has a cook during the day.

There is no information held in relation to all other questions in your request, therefore, Section 17(1)(b) of Freedom of Information (Scotland) Act 2002, notice that information not held is applicable.

In line with the terms of the Freedom of Information (Scotland) Act 2002, Scottish Fire and Rescue Service has in place a procedure by which a review of the way in which we handle requests for information can be carried out. If you are dissatisfied by the way Scottish Fire and Rescue Service have dealt with your request or about any decision made by them in connection with your request, and wish a review to be carried out, please inform me of this by 7 April 2016. In doing so, it would be helpful if you could state the matter, which has given rise to your dissatisfaction.

Staff not involved in the original decision will handle any review.

Should you not be satisfied with the outcome of our review, you will then have the right to appeal to the Scottish Information Commissioner within 6 months. The Commissioner will decide whether your request has been dealt with properly, in accordance with the Act.

The Commissioner's contact details are as follows:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews, Fife  
KY16 9DS

Telephone: 01334 464610  
Fax: 01334 464611

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E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

For further details, please see the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info).

Please do not hesitate to contact me if I can be of further assistance.

Yours sincerely

**Data Protection/Freedom of Information Officer**