



**Hampshire
& Isle of Wight**
FIRE & RESCUE SERVICE

Information Compliance Team

Headquarters
Leigh Road
Eastleigh
Hampshire
SO50 9SJ

Sent by email to:

[REDACTED]

t. 02380 644000
e. DP@hantsfire.gov.uk
w. hantsfire.gov.uk

Date: 29 October 2024

Our Reference: FOI 101 24-25

Enquiries to: Information Compliance Officer

Freedom of Information Act 2000

Dear [REDACTED]

We are writing in respect of your application for the release of information held by the Service, which we received on 22 October 2024. We can confirm that we have now completed our search for the information requested.

You asked:

I would like to request the following information:

- 1. The current standard policy note that applies to uniformed ('grey book') employees concerning Maternity (which will include the issues such as reporting pregnancy; maternity leave; duration of maternity leave and maternity pay), and*
- 2. The current standard policy note that applies to uniformed ('grey book') employees concerning Trade Union leave (which will include issues such as how employees should apply for trade union leave, when trade union leave may be granted, perhaps definitions of trade union leave*

Our answer:

We can confirm that we hold the information requested, please find the procedures attached. For clarity, these procedures apply to all members of the Service regardless of their contract type.

Please be aware that we have redacted the personal data from these documents (per Section 40 of the Freedom of Information Act 2000) as it would be unfair, within the meaning of the UK GDPR, to identify these individuals in response to your request.

The above concludes our investigation into this matter.

Any future correspondence with Hampshire and Isle of Wight Fire and Rescue Service in relation to this matter should be sent to the Information Compliance Officer at the above address.

If for whatever reason you are unhappy with our response you may request an internal review by contacting DP@hantsfire.gov.uk or by writing to the Data Protection Officer at the above address.

Should you remain dissatisfied you can appeal against the internal review decision by contacting the Information Commissioners Office. This can be done online at www.ico.org.uk/foicomplaints or by post to The Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Yours sincerely

Information Compliance Officer
Hampshire and Isle of Wight Fire and Rescue Service