

LOCAL AUTHORITY FIRE & RESCUE SERVICES

DATA FILE SPECIFICATION – FIRE AUTHORITIES

1. The NJC will require each Fire Authority with the exception of London and Merseyside (55 in total) to provide an identified file in **xls** or **csv** format with the following fields.
2. Each file will be saved as LOCAL FRA NAME.XLS or LOCAL FRA NAME.CSV.
3. In the covering email, please **provide contact details** for any queries regarding the data.
4. Please send the file, which should be zipped and password protected, to popularis@blueyonder.co.uk.
5. Please send the password to annehock@popularis.org or text to Anne Hock on 07764 194176

Note: Should a Fire Authority have difficulty in providing all the information on one file because it does not hold all the information in one place, then Popularis is prepared to accept two files subject to the instructions above being applied to each file and responses to all the data fields below albeit spread across two files.

DATA FIELDS:

Field No	Field Title
1	Title
2	Forenames
3	Surname
4	Address 1
5	Address 2
6	Address 3
7	Address 4
8	Address 5
9	Postcode
10	Date of Birth (dd/mm/yy)
11	National Insurance number
12	Substantive Rank/Role as at 30 June 2010
13	If no longer employed on 30 June 2010 (and a Claimant), substantive rank/role on date service terminated
14	Employee Number
16	Employing Fire Authority

17	Date employment with employing fire authority commenced on a retained duty system
18	Date employment with employing fire authority terminated on a retained duty system (if applicable and if a Claimant) or IF still employed on 30/06/2010 enter "30 June 10"
19	Length of Service within the reference period on a retained duty system carried over from previous FRA (YY/WW)
20	Total length of service on a retained duty system in the reference period (YY/WW)
21	% Level of cover provided at 30 June 2010, or if not employed on that date (and a Claimant), % level of cover provided on the date service terminated within the reference period
22	Amount of Compensation Payment
23	Deceased/Retired
24	Compensation includes consecutive service from another FRA YES /NO