

Guide to Information Made Available under the Trust's Publication Scheme

Issued – February 2023

Information	Information Source / Documents	Format	Charge*
1. <u>Who we are and what we do</u>			
How we fit into the NHS structure	Strategic Plan Contribution to the ICB	Online (About Us Section), Email or Hard Copy Email or Hard Copy	Free Free
Organisational structure	About the Trust Information Service Information Organisational Charts	Online (About Us Section section), Email or Hard Copy Online (Our Services Section), Email or Hard copy Online (Our Services Section), Email or Hard copy	Free Free Free
Lists of and information relating to the organisations with which the Trust works in partnership	Annual Report Strategic Plan	Online (News / Publications Section), Email or Hard copy Online (About Us Section), Email or Hard Copy	Free Free
Senior staff and management board members	Board of Directors Information Locality Structure	Online (About Us Section), Email or Hard Copy Online (Our Services Section), Email or Hard copy	Free Free
Location and contact details for all public-facing departments	Service Information Patient Advice and Liaison Service (PALS) Information Statement of Purpose	Online (Our Services Section), Email or Hard copy Online (Our Services Section), Email or Hard copy Online (News / Publications Section), Email or Hard copy	Free Free Free
2. <u>What we spend and how we spend it</u>			
Annual statement of accounts	Annual Accounts	Online (News /Publications Section), Email or Hard copy	Free
Budgets and variance reports	Budget and Finance and Resources Report	Online (About Us / Board Meetings and Papers Section), Email and Hard Copy	Free
Financial Audit reports	Annual Audit Letter	Online (Publications Section), Email or Hard copy	Free
Standing financial instructions	Standing Financial Instructions	Online (Publications Section), Email or Hard copy	Free

Information	Information Source / Documents	Format	Charge*
Capital programme	Capital Programme	Email or Hard copy	Free
Staff and board members allowances and expenses	Annual Report (allowances and expenses paid to Board of Directors) Car Mileage and Expenses Guidance Note Employee Travel Expenses & Subsistence	Online (Publications Section), Email or Hard copy Hard copy Email or Hard copy Email or Hard copy	Free Free Free
Staff pay and grading structures	Annual Report (Remuneration of Board of Directors) Organisational Charts	Online (Publications Section), Email or Hard copy Email or Hard copy	Free Free
Funding	Budget	Online (About Us / Board Meetings and Papers Section), Email and Hard Copy	Free
Procurement and tendering procedures	Standing Financial Instructions	Online (Publications Section), Email or Hard copy	Free
Details of contracts currently being tendered	OJEC Adverts Contracts currently available for public tender	Email or Hard copy Email or Hard copy	Free Free
List and value of contracts awarded and their value	List and value of contracts (only those large enough to have required a tendering process in accordance with financial regulations)	Email or Hard copy	Free
<u>3. What our priorities are and how we are doing</u>			
Annual report	Annual Report	Online (Publications Section), Email or Hard copy	Free
Annual Business Plan	Strategic Plan	Online (Publications Section), Email or Hard copy	Free
Targets, aims and objectives	Strategic Plan	Online (Publications Section), Email or Hard copy	Free
Strategic direction document (5 year plan)	Strategic Plan	Online (Publications Section), Email or Hard copy	Free

Information	Information Source / Documents	Format	Charge*
Performance against targets (KPI) / performance framework	Monthly Performance Reports to the Board (IQPR)	Online (About Us / Board Meetings and Papers Section), Email and Hard Copy	Free
Clinical Governance	Quality and Governance Annual Report & Development Report	Email and Hard Copy	Free
CQC Report	Current CQC Rating Report	Online (About Us Section), Email and Hard Copy	Free
Audit Reports	Annual Audit Letter Mental Health Act Commission Annual Report	Online (Publications Section), Email or Hard copy Email and Hard Copy	Free Free
Service User Surveys	Service User Survey Results	Online (Our Services Section), Email or Hard copy	Free
4. <u>How we make decisions</u>			
Board papers - agenda, supporting papers and minutes	Board papers - agenda, supporting papers and minutes (excludes 'closed section' documents)	Online (About Us / Board Meetings and Papers Section), Email and Hard Copy	Free
Patient and public involvement strategy (PPI)	Patient and Public Involvement / Empowerment Strategy	Online (Our Services Section), Email or Hard copy	Free
Public consultations (for example, concerning closures / variations of services)	None at current time.	Any information about public consultations will be available online, Email or Hard copy	Free
Internal communications guidance and criteria used for decision making ie process systems and key personnel	Communications Strategy	Online (About Us / Board Meetings and Papers Section), Email and Hard Copy	Free
5. <u>Our policies and procedures</u>			
Policies and procedures relating to the conduct of business and the provision of services	Governance, Clinical, Human Resources, Health and Safety, and Information policies and procedures	Email and Hard Copy	Free

Information	Information Source / Documents	Format	Charge*
Policies and procedures relating to human resources (including race, disability, age and gender, equal opportunities)	Diversity & Inclusion	Online (Working Together Section), Email and Hard copy	Free
	WRES & WDES data	Online (About Us / Board Meetings and Papers Section), Email and Hard Copy	Free
	Human Resources policies and procedures	Email and Hard copy	Free
Policies and procedures relating to recruitment and employment	Human Resources policies and procedures	Email and Hard copy	Free
Standing Financial Procedures	Standing Financial Instructions	Online (Publications Section), Email or Hard copy	Free
	Governance policies and procedures	Email and Hard Copy	Free
Standing orders	Standing Orders	Online (Publications Section), Email or Hard copy	Free Free
Complaints and other customer service policies and procedures	Complaints Information	Online (Working Together Section), Email and Hard copy	Free
	Patient Advice and Liaison Service Information (PALS) Advocacy	Online (Working Together Section), Email and Hard copy	Free
Data Protection / Information Governance / Caldicott Guardian	Information	Online (About Us Section), Email and Hard Copy	Free
	Policies and procedures	Email and Hard Copy	Free
Estate Management	Estate Strategy	Email and Hard Copy	Free
Charging regimes and policies	Access to Health and Employee Records Policy	Email and Hard Copy	Free
	Procedure for Processing Requests for Information (FOI)	Online (Get In Touch Section), Email or Hard copy	Free
	Guide to Information Made Available under the Trust's Publication Scheme	Online (Get In Touch Section), Email or Hard copy	Free
	Subject Access Requests	Online (About Us Section), Email and Hard Copy	Free
6. <u>Lists and registers</u>			
List of main contractors / suppliers	Lists of our main contractors and suppliers	Email and Hard Copy	Free

Information	Information Source / Documents	Format	Charge*
Asset registers and information asset register	Asset Registers	Email and Hard Copy	Free
Any register of interests kept by the Trust	Register of Interests of Board of Directors Register of Interests of Senior Managers	Online (Publications Section), Email or Hard copy Online (Publications Section), Email or Hard copy	Free Free
Register of gifts and hospitality provided to Board members and senior personnel	Register of Gifts and Hospitality provided to Board members and Senior Managers	Online (Publications Section), Email or Hard copy	Free
7. <u>The services we offer</u>			
Clinical services provided and / or commissioned	Service Information	Online (Our Services Section), Email or Hard copy	Free
Non clinical services	Service Information	Online (Our Services Section), Email or Hard copy	Free
Services for which the Trust is entitled to recover a fee together with those fees	Service information	Email and Hard Copy	-
Patient information leaflets and other booklets and newsletters	Patient Information	Online (Our Services Section), Email or Hard copy	Free
PALS	Patient Advice and Liaison Service (PALS) Information	Online (Our Services Section), Email or Hard copy	Free
Advice and guidance	Advice and guidance	Online (Our Services Section), Email or Hard copy	Free
Corporate communications and media releases	Media Releases	Home Page, Email and Hard copy	Free

***Charges**

Online information

The Trust will not charge for information which is provided online via the Trust's website or via email.

Hard copy information

In most cases the Trust would not seek to charge for providing hard copy information, but it reserves the right to do so where exceptionally large amounts of information are requested. The Trust reserves the right to charge the full costs of disbursements (photocopying, printing and postage). These charges will be calculated at the time the request is made and will be a recharge of the actual costs incurred by the Trust.

The Trust will not make a charge without first informing the applicant that, because of exceptionally large amount of information requested, the costs of disbursements will be recovered. The Trust will seek to work with the applicant to provide the information by other means. This could be by providing an opportunity to view the information requested at one of the Trust's sites or online.

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.