



Freedom of Information Act Publication Scheme

This publication scheme commits Airedale NHS Foundation Trust to make information available to the public as part of its normal business activities. The information covered is described in the **Classes of Information** below.

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities. Subject to the exemptions, any person who makes a request to Airedale NHS Foundation Trust for information will be informed whether we hold that information and if so, we will supply that information to them subject to certain conditions. More information about the Freedom of Information Act is available at <https://ico.org.uk/for-the-public/official-information/>

The Data Protection Act 1998 entitles you to access your health records or other personal information held about you. For access to these classes of information please contact: record.access@anhst.nhs.uk or write to: Access to Health Dept., Airedale NHS Foundation Trust, KEIGHLEY BD20 6TD

This scheme commits Airedale NHS Foundation Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Trust makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Trust is the only owner, to make the information available for re-use under a specified licence. The term "dataset" is defined in section 11(5) of the Freedom of Information Act. The terms "relevant copyright work" and "specified licence" are defined in Section 19(8) of that Act.

- You may use and re-use the information we have provided (not including logos or photographs) unless identified as another party's copyright, free of charge in any format or medium, under the terms of the **Open Government Licence** which can be viewed via the link below.

<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

Accessing Information

To access any of the information described in the following classes either follow the links, or email: foi@anhst.nhs.uk

You can also write to: Tim Rycroft, Head of IT/IG, Freedom of Information, IT Business Centre, Airedale NHS Foundation Trust, KEIGHLEY BD20 6TD

Classes of Information

Index

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our Policies and Procedures
6. Lists and Registers
7. The services we offer

1. Who we are and what we do

(Organisation information, locations and contacts, constitutional and legal governance.)

<http://www.airedale-trust.nhs.uk/>

<http://www.airedale-trust.nhs.uk/about-us/>

<http://www.airedale-trust.nhs.uk/about-us/corporate-publications/>

- How we fit into the NHS structure
<http://www.nhs.uk/NHSEngland/thenhs/about/Pages/nhsstructure.aspx>
- Organisational structure
<http://www.airedale-trust.nhs.uk/about-us/board-structure-and-function/>
- Lists of and information relating to key organisations with which the authority works in partnership
- Meetings with pharmaceutical companies and other medical suppliers
- Senior executives and management board/governing body members
<http://www.airedale-trust.nhs.uk/about-us/board-structure-and-function/>
- Location and contact details for all public-facing departments
<http://www.airedale-trust.nhs.uk/contact-us/contact-details/>
<http://www.airedale-trust.nhs.uk/map/>

2. What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts and financial audit.)

- Financial statements, budgets and variance reports
- Financial audit reports
- Capital programme
- Staff and Board members' allowances and expenses
- Staff pay and grading structures
- Funding (including endowment funds)
- Details of contracts currently being tendered
- List and value of contracts awarded
- Procurement and tendering procedures
- Please see following updated link: <http://www.airedale-trust.nhs.uk/wp/wp-content/uploads/2013/09/Doing-Business-2017-ANHSFT.pdf>
- Includes:
 - NHS Procurement
 - Legislation and Codes of Practice
 - Information required by the Trust
 - Tendering Process
 - Tendering Top Tips
 - Key Contacts
 - Tendering and Quotation Charts
 - On-line registration - <http://www.multiquote.com/>

3. What our priorities are and how we are doing

(Strategy and performance information, plans, assessments, inspections and reviews)

- Annual Report
<http://www.airedale-trust.nhs.uk/about-us/publications/annual-report/>
- Annual business and/or commissioning plan
- Targets, Aims and Objectives
- Strategic Direction document (5 year plan)
<https://www.gov.uk/government/groups/airedale-nhs-foundation-trust>
- Performance against targets (KPI)/performance framework/performance management information
- Reports by regulatory organisations e.g. Care Quality commission and NHS England

The 2014/15 Quality Account and Report

<http://www.nhs.uk/Services/UserControls/UploadHandlers/MediaServerHandler.ashx?id=401&t=635823336426462154>

- Audit reports delivered at board/governing body level
This will include reports on clinical and corporate governance
- Service user surveys
- Privacy impact assessments (in full or summary format)

4. How we make decisions

(Decision making processes and records of decisions)

- Board papers – agenda, supporting papers and minutes
<http://www.airedale-trust.nhs.uk/about-us/trust-board-meetings/>
- Patient and public engagement strategy
<http://www.airedale-trust.nhs.uk/for-patients/ppee/>
- Public consultations (for example, concerning closures/variations of services)
- Internal communications guidance and criteria used for decision making i.e. process systems and key personnel.
<http://www.airedale-trust.nhs.uk/about-us/corporate-publications/>

5. Our Policies and Procedures

(Current written protocols for delivering our services and responsibilities.)

- Policies and procedures relating to the conduct of business and the provision of services
*procedures for handling requests for information should be included
- Health and Safety
- Policies and procedures relating to human resources including recruitment and employment policies
- Equality and Diversity policies and Equality Scheme
<http://www.airedale-trust.nhs.uk/about-us/fair-treatment-equality-diversity/>
- Standing financial procedures/instructions
- Standing orders
- Complaints and other customer service policies and procedures
- Data protection/records management/Caldicott Guardian
- Estate management
- Charging regimes and policies

6. Lists and registers

(Any information the authority is currently legally required to hold in publicly available registers)

- List of main contractors/suppliers
- Asset registers

- Information Asset Register
- CCTV
- Any register of interests kept in the authority
- Register of Gifts and Hospitality provided to the Board
- Disclosure Log

7. The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters)

- Clinical services provided and/or commissioned
<http://www.airedale-trust.nhs.uk/services-and-staff/>
- Non-clinical services
- Services for which the authority is entitled to recover a fee together with those fees
- Patient information leaflets and other booklets and newsletters
<http://www.airedale-trust.nhs.uk/patients-and-visitors/>
- Patient Advice and Liaison Service (PALS)
<http://www.airedale-trust.nhs.uk/contact-us/complaints-and-compliments/pals/>
- Advice and guidance
<http://www.airedale-trust.nhs.uk/contact-us/getting-here/>
- Corporate communications and media releases
<http://www.airedale-trust.nhs.uk/blog/category/uncategorized/>

The classes of information will not generally include

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons. Information falling into the classes above will be retained in line with Airedale NHS Foundation Trust's retention and disposal schedules which comply with circular HSC1999/53 and Public Record Office Guidance.

The method by which information will be published under this scheme will be made available

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will be provided on the Trust website. Where it is impractical to make information available on the website or when an individual does not wish to access the information by the website, the Trust will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust is legally required to translate any information it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under Section 11B of the Freedom of Information Act or other enactments.

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.

Not found what you were looking for?

If the information you were looking for is not available via the links to our website, or is not described in this scheme, you can still ask to see it by sending a letter or e-mail. Disclosure of the information will be considered in accordance with the provisions of the Freedom of Information Act. To make a request contact: Email: foi@anhst.nhs.uk

Or write to:

Mr Tim Rycroft, Head of IT/IG
Freedom of Information
IT Business Centre
Airedale NHS Foundation Trust
KEIGHLEY
BD20 6TD
Tel: 01535 292738

If you or someone you know needs help to make their written request under the Freedom of Information Act, we are available with advice and assistance by contacting us as above.

If you feel we are not complying with this publication scheme, you feel your request has not been properly handled or you are dissatisfied with the outcome, you can write to Bridget Fletcher, Chief Executive, at the above address and request our decision is reviewed. If you are dissatisfied with the outcome of that review, you then have the right to complain to the Information Commissioner (ICO) under S50 of the Freedom of Information Act 2000. The ICO has an online procedure to help you at <https://ico.org.uk/concerns/getting/>

Or you can write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF