

St. Georges Healthcare NHS Trust Freedom of information Publication scheme

The Trust has a legal obligation to comply with all appropriate legislation in respect of data and information. It also has a duty to comply with guidance issued by the Department of Health, the Information Commissioner, NHS London and other professional and advisory bodies.

The Freedom of Information Act 2000 (FOIA) is part of the Government's commitment to greater openness in the public sector. It will enable members of the public to scrutinize the decisions of public authorities more closely and ensure that services are delivered properly and efficiently.

The Trust recognises the importance of FOI and will use all appropriate and necessary means to ensure that it complies with the Act (2000) and associated Codes of Practice.

As a result of the Publication Scheme Development and Maintenance Initiative the Information Commissioner's Office introduced a model publication scheme that all public sector organisations were required to adopt as of 1 January 2009. The purpose of a publication scheme is to inform the public of the sorts of information the Trust has committed to make readily available, how they can access this and whether they will have to pay for it. The scheme commits the Trust to proactively publishing information which is held by the Trust and contained within each class.

The publication scheme categorizes an Organisations' information into seven classes:

1. Who we are and what we do
2. What we spend and how we spend it
3. What are our priorities and how are we doing
4. How we make decisions
5. Our policies and procedures
6. List and registers
7. The services we offer

Links to the information in these classes are provided below.

The Trust is not required to make certain information available if:

- The information is not held.
- The information is exempt from disclosure under the FOIA e.g. personal data.

The Trust may charge for photocopying and postage in some cases.

If you wish to make a request for information under the Freedom of Information Act please email:

foi@stgeorges.nhs.uk

If you wish to make an FOI request by hardcopy please write to the address below providing your name and address:

Freedom of Information Lead
Room 28, 1st Floor, Grosvenor Wing
St George's Hospital
Blackshaw Road
Tooting
London
SW17 0QT

If you have any complaints about the St. Georges Healthcare NHS Trust Publication Scheme, these should be addressed to:

Freedom of Information Lead
Room 28, 1st Floor, Grosvenor Wing
St George's Hospital
Blackshaw Road
Tooting
London
SW17 0QT
foi@stgeorges.nhs.uk

(Freedom of Information Publication Scheme June, 2010).

1. Who we are and what we do

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| How we fit into the NHS structure | http://www.stgeorges.nhs.uk/aboutindex.asp | Free online |
| Our History | http://www.stgeorges.nhs.uk/aboutourhistory.asp | Free online |
| Foundation Trust Information | http://www.stgeorges.nhs.uk/aboutfoundation.asp http://www.stgeorges.nhs.uk/mediabriefing.asp | Free online |
| Values and Objectives | http://www.stgeorges.nhs.uk/aboutvalues.asp Healthcare for South West London http://www.stgeorges.nhs.uk/abouthealthcare.asp Transforming St. Georges http://www.stgeorges.nhs.uk/abouttransforming.asp <i>One Message:</i> - Chief Executives monthly briefing to staff http://www.stgeorges.nhs.uk/mediaone.asp | Free online |
| Dr.Foster Guide to St.George's | http://www.drfoosterhealth.co.uk/hospital-guide/hospital/nhs/St-Georges-Hospital-(London)-1117.aspx | Free online |
| Organisational structure | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Lists of and information relating to organisations with which the authority works in partnership | See below | |
| Lists of all Acute Trusts, Primary Care Trusts, Mental Health Trusts, Ambulance Trusts, Strategic Health Authorities | http://www.nhs.uk/servicedirectories/Pages/AcuteTrustListing.aspx | Free online |

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| St. Georges University of London | http://www.sgul.ac.uk/ | Free online |
| Senior staff and management board members | http://www.stgeorges.nhs.uk/abouttrustboard.asp | Free online |
| Trust Board Biographies | http://www.stgeorges.nhs.uk/aboutbiog.asp | Free online |
| Location and contact details for all public-facing departments | http://www.stgeorges.nhs.uk/patientindex.asp http://www.stgeorges.nhs.uk/services_az.asp | Free online |
| Services | http://www.stgeorges.nhs.uk/services_az.asp | Free online |
| 2. What we spend and how we spend it | | |
| Annual statement of accounts | http://www.stgeorges.nhs.uk/mediaannual.asp | Free online |
| Budgets and variance reports | http://www.stgeorges.nhs.uk/mediaannual.asp | Free online |
| Financial audit reports | http://www.stgeorges.nhs.uk/mediaannual.asp Publicly available audit reports available through Board Meeting Agendas http://www.stgeorges.nhs.uk/aboutagenda.asp | Free online |
| Staff and Board members' allowances and expenses | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Staff pay and grading structures | Agenda for Change details and pay structures available at: http://www.nhsemployers.org/Pages/home.aspx | Free online |
| Procurement and tendering procedures | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |

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| Details of contracts currently being tendered | OJEC Contracts (registration needed for access): http://ted.europa.eu/TED/main/HomePage.do | Free online |
| List and value of contracts awarded and their value | OJEC Contracts (registration needed for access): http://ted.europa.eu/TED/main/HomePage.do | Free online |
| 3. What are our priorities and how are we doing | | |
| Annual Report | http://www.stgeorges.nhs.uk/mediaannual.asp | Free online |
| Annual business plan | http://www.stgeorges.nhs.uk/mediabusiness.asp | Free online |
| Targets, Aims and Objectives | http://www.stgeorges.nhs.uk/mediabusiness.asp | Free online |
| Performance against targets (KPI)/performance framework | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Performance – mortality rates, infection control | http://www.stgeorges.nhs.uk/performanceindex.asp | Free online |
| Care Quality Commission – Annual check | http://www.stgeorges.nhs.uk/abouthealthcheck.asp http://www.cqc.org.uk/ | Free online |
| Audit reports | Publicly available audit reports and summaries available through Board Meeting Agendas http://www.stgeorges.nhs.uk/aboutagenda.asp | Free online |
| Service User Surveys | Dr.Foster Good Hospital Guide: http://www.stgeorges.nhs.uk/aboutdrfoster.asp http://www.drfoosterhealth.co.uk/hospital-guide/hospital/nhs/St-Georges-Hospital-(London)-1117.aspx CQC Patient Survey: | Free online |

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| | http://www.cqc.org.uk/db/documents/Outpatient_09_StGeorge'sHealthcareNHSTrust_RJ7.pdf http://www.cqc.org.uk/aboutcqc.cfm | |
| 4. How we make decisions | | |
| Board papers – agenda, supporting papers and minutes | http://www.stgeorges.nhs.uk/aboutboard.asp | Free online |
| Board minutes with links to submitted papers. | http://www.stgeorges.nhs.uk/aboutminutes.asp | Free online |
| Patient and public involvement strategy (PPI) | http://www.stgeorges.nhs.uk/careersppi.asp | Free online |
| Public consultations (for example, concerning closures/variations of services) | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Internal communications guidance and criteria used for decision making ie process systems and key personnel | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| 5. Our policies and procedures | | |
| Policies and procedures relating to the conduct of business and the provision of services | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Policies and procedures relating to human resources (including Race, Disability, Age and Gender, Equal Opportunities) | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Policies and procedures relating to recruitment and employment | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |

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| Standing financial procedures | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Standing orders | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Complaints and other customer service policies and procedures | http://www.stgeorges.nhs.uk/patientpals.asp http://www.stgeorges.nhs.uk/contactindex.asp#c6 | Free online |
| Data protection / information governance / Caldicott Guardian | http://www.stgeorges.nhs.uk/aboutfoi.asp http://www.stgeorges.nhs.uk/patientinfo.asp#04 | Free online |
| Your Information leaflet | http://www.stgeorges.nhs.uk/docs/about/your_information0206.pdf | Free online |
| Charging regimes and policies | Help with travel costs Parking Fees http://www.stgeorges.nhs.uk/findindex.asp | Free online |
| 6. List and registers | | |
| Any information we are currently legally required to hold in publicly available registers | See below | |
| NHS Estates | Data on Estates Return Information Collection http://www.dh.gov.uk/en/index.htm www.hefs.ic.nhs.uk | Free online |
| List of main contractors / suppliers | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |

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| Assets registers and Information Asset Register | Please contact: foi@stgeorges.nhs.uk | Free [digital version] |
| Any register of interests kept in the Trust | Trust Board register of Interests http://www.stgeorges.nhs.uk/abouttrustboard.asp | Free online |
| 7. The services we offer | | |
| Clinical services provided and/or commissioned | http://www.stgeorges.nhs.uk/services_az.asp | Free online |
| Patient information leaflets and other booklets and newsletters | http://www.stgeorges.nhs.uk/patientinfo.asp http://www.stgeorges.nhs.uk/patientleaflets.asp | Free online |
| Patient Advice and Liaison Service (PALS) | http://www.stgeorges.nhs.uk/patientpals.asp | Free online |
| Advice and guidance | http://www.stgeorges.nhs.uk/patientpals.asp | Free online |
| Corporate communications & media releases | http://www.stgeorges.nhs.uk/mediaindex.asp http://www.stgeorges.nhs.uk/mediapub.asp | Free online |