

## Freedom of Information Act 2000 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](mailto: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 26, 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 26, 1st Floor, Grosvenor Wing St George's Hospital  
Blackshaw Road Tooting  
London SW17 0QT  
[foi@stgeorges.nhs.uk](mailto:foi@stgeorges.nhs.uk)

Please note that in some cases the Trust may not release your requested information as under the Freedom of Information Act 2000, one or more Exemptions to the legislation may apply. The Freedom of Information Team at the Trust will advise you, should this be the case.

You can find a complete list of the Exemptions online at <http://www.legislation.gov.uk/ukpga/2000/36/contents>

**Exemptions to FOIA include:**

- **S1(3)** not obliged to comply with an information request if the authority needs clarification
- **S12 (1)** not obliged to comply with an information request where the cost would exceed the appropriate limit (£450 or 18 hours)
- **S14(1)** Vexatious or identical/substantially similar

**Absolute exemptions**

- The Trust does not have to release the information
- **S21** Information reasonably accessible by other means. (By definition, this includes all material available through publication schemes)
- **S23** Information from or about certain security bodies
- **S32** court records (includes coroners courts and IT)
- **S34** Information whose disclosure would breach Parliamentary Privilege
- **S40** Personal information
- **S41** Information provided in genuine confidence (e.g. a discussion between a member of staff and a patient or between two members of staff about a patient)
- **S44** Statutory bars e.g. Health Service Commissioners Act 1993, section 15

**Qualified Exemptions**

- The Trust does not have to release the information, if to do so would prejudice the interests covered by the exemption (cause harm) and it is also not within the public interest.
- **S22** Information intended for future publication
- **S24** National security
- **S26** National defence
- **S27** International relations
- **S28** Relations within the UK
- **S29** The economy
- **S30** Investigations and proceedings carried out by public authorities
- **S31** Law enforcement
- **S33** Audit functions in respect of other public authorities
- **S35** formulation of government policy – but not statistical information used to provide an informed background to the taking of a decision
- **S36** prejudice to the effective conduct of public affairs – applies to public authorities other than the Houses of Parliament
- **S37** Communications with HM the Queen etc. and honours
- **S38** Health and Safety
- **S39** Environmental information – see also the Environmental Information Regulations
- **S42** Legal professional privilege
- **S43** Commercial interests

1. Who we are and what we do		
How we fit into the NHS Structure	<a href="http://www.stgeorges.nhs.uk/about">http://www.stgeorges.nhs.uk/about</a>	Free online
Our History	<a href="http://www.stgeorges.nhs.uk/about/history">http://www.stgeorges.nhs.uk/about/history</a>	Free online
Foundation Trust Information	<a href="http://www.stgeorges.nhs.uk/foundation-trust">http://www.stgeorges.nhs.uk/foundation-trust</a>	Free online
Values and Objectives	<a href="http://www.stgeorges.nhs.uk/about/living-our-values">http://www.stgeorges.nhs.uk/about/living-our-values</a>	Free online
Organisational Structure	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a> Please note that it is the policy of St George's University Hospitals, not to provide the name of staff below Executive Director	
List of all Acute trusts, Health and care Trusts, Mental Health Trusts, Ambulance trusts, Clinical Commissioning Groups	<a href="http://www.nhs.uk/servicedirectories/Pages/AcuteTrustListing.aspx">http://www.nhs.uk/servicedirectories/Pages/AcuteTrustListing.aspx</a> Department of Health guide to health and care structure <a href="http://healthandcare.dh.gov.uk">http://healthandcare.dh.gov.uk</a>	Free online
St George's University of London	<a href="http://www.sgul.ac.uk">http://www.sgul.ac.uk</a>	Free online
Senior staff and management board members	<a href="http://www.stgeorges.nhs.uk/about/board">http://www.stgeorges.nhs.uk/about/board</a>	Free online
Trust Board Biographies	<a href="http://www.stgeorges.nhs.uk/about/board/members">http://www.stgeorges.nhs.uk/about/board/members</a>	Free online
Location and contact details for all public facing departments	<a href="http://www.stgeorges.nhs.uk/patients-and-visitors">http://www.stgeorges.nhs.uk/patients-and-visitors</a>	Free online
Services	<a href="http://www.stgeorges.nhs.uk/services">http://www.stgeorges.nhs.uk/services</a>	Free online

## 2. What we spend and how we spend it

Annual statement of accounts	<a href="http://www.stgeorges.nhs.uk/about/publications/annual-report">http://www.stgeorges.nhs.uk/about/publications/annual-report</a>	Free [digital version]
Budgets and variance reports	<a href="http://www.stgeorges.nhs.uk/about/publications/annual-report">http://www.stgeorges.nhs.uk/about/publications/annual-report</a>	Free [digital version]
Financial audit reports	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
Staff and Board members' allowances and expenses	<a href="http://www.stgeorges.nhs.uk/about/publications/annual-report">http://www.stgeorges.nhs.uk/about/publications/annual-report</a>	Free [digital version]
Staff pay and grading structures	<a href="http://www.nhsemployers.org/tchandbook">http://www.nhsemployers.org/tchandbook</a>	Free online
Procurement and tendering procedures	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
Details of contracts currently being tendered	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
List and values of contracts awarded and their value	<a href="mailto:Foi@stgeorges.nhs.uk">Foi@stgeorges.nhs.uk</a>	

### 3. What are our priorities and how are we doing

Annual Report	<a href="http://www.stgeorges.nhs.uk/about/publications/annual-report">http://www.stgeorges.nhs.uk/about/publications/annual-report</a>	Free [digital version]
Annual Business Plan	<a href="http://www.stgeorges.nhs.uk/about/our-strategy/annual-plan">http://www.stgeorges.nhs.uk/about/our-strategy/annual-plan</a>	Free [digital version]
Targets, Aims and Objectives	<a href="http://www.stgeorges.nhs.uk/about/our-strategy">http://www.stgeorges.nhs.uk/about/our-strategy</a>	Free online
Performance against targets (KPI)/performance framework	<a href="http://www.stgeorges.nhs.uk/about/board/board-meetings/board-papers">http://www.stgeorges.nhs.uk/about/board/board-meetings/board-papers</a>	Free [digital version]
Performance – mortality rates, infection control	<a href="http://www.stgeorges.nhs.uk/about/board/board-meetings/board-papers">http://www.stgeorges.nhs.uk/about/board/board-meetings/board-papers</a>	Free [digital version]
Care Quality Commission – Annual Check	<a href="http://www.stgeorges.nhs.uk/about/making-st-georges-better-our-quality-improvement-programme">http://www.stgeorges.nhs.uk/about/making-st-georges-better-our-quality-improvement-programme</a>	Free online
Audit Reports	Publicly available audit reports and summaries available through Board Papers <a href="http://www.stgeorges.nhs.uk/about/board/board-meetings/board-papers">http://www.stgeorges.nhs.uk/about/board/board-meetings/board-papers</a>	Free [digital version]
Service User Surveys	CQC Patient Survey <a href="http://www.cqc.org.uk/directory/RJ7/surveys">http://www.cqc.org.uk/directory/RJ7/surveys</a>	Free online

<b>4. How we make decisions</b>		
Board papers – agenda, supporting papers and minutes	<a href="http://www.stgeorges.nhs.uk/about/board/board-meetings/board-papers">http://www.stgeorges.nhs.uk/about/board/board-meetings/board-papers</a>	Free [digital version]
Board minutes	<a href="http://www.stgeorges.nhs.uk/about/board/board-meetings/minutes-from-meetings">http://www.stgeorges.nhs.uk/about/board/board-meetings/minutes-from-meetings</a>	Free online
Patient and public involvement strategy (PPI)	<a href="http://www.stgeorges.nhs.uk/patients-and-visitors/get-involved/patient-and-public-involvement">http://www.stgeorges.nhs.uk/patients-and-visitors/get-involved/patient-and-public-involvement</a>	Free online
Public consultations (for example, concerning closures/variations of services)	<a href="http://www.stgeorges.nhs.uk/contact-and-find-us/consultations">http://www.stgeorges.nhs.uk/contact-and-find-us/consultations</a>	Free online
Our policies and procedures	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
Complaints and other customer service policies and procedures	<a href="http://www.stgeorges.nhs.uk/patientpals.asp">http://www.stgeorges.nhs.uk/patientpals.asp</a>	Free online
Data protection / Information governance / Caldicott Guardian	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
Your information leaflet	<a href="http://www.stgeorges.nhs.uk/about/foi/taking-care-of-your-privacy">http://www.stgeorges.nhs.uk/about/foi/taking-care-of-your-privacy</a>	Free online

<b>5. Our policies and procedures</b>		
Our policies and procedures	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
Standing financial procedures	<a href="https://www.stgeorges.nhs.uk/about/foi/standing-financial-procedures-and-standing-orders/">https://www.stgeorges.nhs.uk/about/foi/standing-financial-procedures-and-standing-orders/</a>	
Standing orders	<a href="https://www.stgeorges.nhs.uk/about/foi/standing-financial-procedures-and-standing-orders/">https://www.stgeorges.nhs.uk/about/foi/standing-financial-procedures-and-standing-orders/</a>	
Complaints and other customer service policies and procedures	<a href="http://www.stgeorges.nhs.uk/patientpals.asp">http://www.stgeorges.nhs.uk/patientpals.asp</a>	Free online
Data protection / Information governance / Caldicott Guardian	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
Your information leaflet	<a href="http://www.stgeorges.nhs.uk/about/foi/taking-care-of-your-privacy">http://www.stgeorges.nhs.uk/about/foi/taking-care-of-your-privacy</a>	Free online

**6. Lists and registers**

NHS Estates	Costs of providing and maintaining NHS estate <a href="http://www.content.digital.nhs.uk/catalogue/PUB21992">http://www.content.digital.nhs.uk/catalogue/PUB21992</a>	Free online
List of main contractors / suppliers	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
Assets Registers and Information Asset Register	<a href="mailto:foi@stgeorges.nhs.uk">foi@stgeorges.nhs.uk</a>	
Any register of interests kept in the Trust	Trust Board register of Interests <a href="http://www.stgeorges.nhs.uk/about/publications/annual-report">http://www.stgeorges.nhs.uk/about/publications/annual-report</a>	Free [digital version]

**7. The services we offer**

Clinical services provided and/or commissioned	<a href="http://www.stgeorges.nhs.uk/services">http://www.stgeorges.nhs.uk/services</a>	Free online
Patient information leaflets and other booklets and newsletters	<a href="http://www.stgeorges.nhs.uk/patients-and-visitors/patient-information">http://www.stgeorges.nhs.uk/patients-and-visitors/patient-information</a>	Free online
Patient Advice and Liaison Service (PALS)	<a href="http://www.stgeorges.nhs.uk/patients-and-visitors/help">http://www.stgeorges.nhs.uk/patients-and-visitors/help</a>	Free online
Advice and guidance	<a href="http://www.stgeorges.nhs.uk/patients-and-visitors/help">http://www.stgeorges.nhs.uk/patients-and-visitors/help</a>	Free online
Corporate communications and media releases	<a href="http://www.stgeorges.nhs.uk/news">http://www.stgeorges.nhs.uk/news</a>	Free online