

Publication Scheme

2012

This publication scheme has been prepared using the model publication scheme issued by the Information Commissioner's office and is effective from 1 January 2012.

This publication scheme commits the trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

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This publication scheme will be published at www.royalfree.nhs.uk/pdf/foi.pdf

Information that will not be disclosed:

- 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.

1 INTRODUCTION

[The Freedom of Information Act 2000](#) promotes greater openness by public authorities.

1.1 Patient confidentiality

The Freedom of Information Act 2000 does not change the right of patients to have confidentiality protected in accordance with Article 8 of the Human Rights Convention, the Data Protection Act and common law. Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed a Caldicott Guardian who has responsibility to ensure the protection of patient confidentiality throughout the trust. Our Caldicott Guardian is:

Dr T Peachey, Caldicott Guardian
Royal Free Hampstead NHS Trust
Pond Street
London
NW3 2QG

1.2 Rights of access to clinical records

Under the Data Protection Act 1998 you are also entitled to access your clinical records or any other personal information held about you. For this purpose please contact:

Mr D Ransom
Operational Manager
Royal Free Hampstead NHS Trust
Pond Street
London NW3 2QG

1.3 Information management

Information falling into the seven classes of information will be retained in line with the trust's retention and disposal schedules, which comply with the circular set out in the Records management: NHS code of practice and Public Record Office guidelines. http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4131747

1.4 Royal Free Hospital Archive Centre

There are records of the Royal Free Hampstead NHS Trust and its predecessor and constituent bodies which are no longer required for the business purposes of the Trust. Some have been selected for permanent archival preservation in conformity with Department of Health guidelines and are held in the Royal Free Archive Centre which is approved as a place of deposit for public records by The National Archives.

Access to records

Details of what archival records are available may be found online from the website and at www.aim25.ac.uk.

All these records can be reviewed in the public reading room at the Archive Centre free of charge. Access to the reading room is strictly by appointment only; please contact the archivist for further details.

If you have a specific information request the archivist will answer it for you; for example family history enquiries. Contact details

Ms V Rea, Archivist
Royal Free Archive Centre
The Hoo, 17 Lyndhurst Gardens
London NW3 5NU
archive.enquiries@nhs.net

1.5 Requests for information

Information held that is not published under this scheme can be requested in writing, and the release of such information will be considered in accordance with the provisions of the Freedom of Information Act. To request information please write to

Jan Aps
Board Secretary
Royal Free Hampstead NHS Trust
Pond Street
London NW3 2QG
jan.aps@nhs.net

or

rfh.foi@nhs.net

2 CLASSES OF INFORMATION

2.1 Who we are and what we do

We are a large acute teaching hospital trust situated in the north of NHS London's area with a forecasted annual turnover in 2011/12 of more than [£543m]. In addition to providing first-rate clinical services, we are a centre of excellent academic research, associated with the medical school of University College London.

We have well developed network arrangements and our care delivery is aligned with national policy. For example, many patients who live some distance from either of our two main sites, the Royal Free Hospital and the Royal National Throat, Nose and Ear Hospital, are able to have much of their care close to their homes at Royal Free clinics in hospitals run by other trusts, traveling to the main hospitals only for more complex diagnostic procedures and treatments. The main sites from which we provide services are shown in the table below. Those shown in bold belong to the Royal Free Hampstead NHS Trust.

Barnet Hospital
Edgware Community Hospital
Harpenden Memorial Hospital
Mary Rankin dialysis unit
North Middlesex dialysis unit
Royal Free Hospital
Royal National Throat, Nose & Ear Hospital

The trust board oversees the strategic direction of the organisation. Information about the board is available from our [website](#). As an aspirant foundation trust we have an elected shadow members' council. Information about the members' council is available from our [website](#).

2.1.2 Corporate governance

Information about the trust's corporate governance arrangements is available from the trust's [Board secretary](#).

- Register of board member interests
- The trust's establishment order
- Standing orders, standing financial instructions and scheme of delegation.

2.1.3 Partnerships

We recognise that delivering high quality services to the local population requires strong partnership working across primary, secondary and social care and with academic partners. In addition to the provision of services from the sites listed above, we work in partnership with Barnet and Camden Primary Care Trusts (PCTs) and increasingly in collaboration with other local health care providers, shown in the table below, to develop clinical networks and alternative models of care.

Haringey PCT
Enfield PCT
Islington PCT
Haverstock Healthcare (GP)
South Barnet Cluster of GPs
UCLH Trust
Whittington Hospital NHS Trust
Barnet PCT
North Middlesex University Hospital NHS Trust

We also work in close partnership with the Royal Free and University College London Medical School and other academic partners to underpin our clinical services with teaching and research programmes that attract high calibre clinicians.

2.1.4 Staff, organisational structure and contact details

Details of senior staff making strategic and operational decisions are available on our [website](#). A detailed organisational structure is available on our [website](#). A directory of our consultants and their specialities is available on our [website](#), and all trust staff can be contacted via the main [switchboard number](#) 020 7794 0500. The location and named contacts for all public-facing departments and services are available on the [website](#), with additional contact details.

2.2 What we spend and how we spend it

A summary of the trust's audited annual accounts is published in the trust annual report - these are available on our [website](#). Summary finance and performance information is published quarterly with trust board papers which are available on our [website](#).

2.2.1 Financial Transparency

Further to the Government's initiative to increase transparency around public spending, we publish monthly details of expenditure over £25,000. These figures can be found on our [website](#).

2.2.2 Staff pay and grading structures

Trust staff are paid in accordance with the Agenda for Change rates set out in the [NHS Terms and Conditions of Service Handbook](#). A detailed organisational structure and individual pay bands of trust staff may be requested from the trust's [Board secretary](#).

2.2.3 Procurement

The trust's procurement policy for supply, services, pharmacy and projects can be found in the trust's standing orders, available from the trust's [Board secretary](#).

We are a part of a procurement shared service (PSS), hosted by the Whittington Hospital NHS Trust. The service is responsible for all procurement and buying issues for both trusts as well as management of stores and distribution.

The trust follows the guidance established by the Department of Health and the two national procurement partners, [Buying Solutions](#) and the [NHS Supply Chain](#).

2.2.4 Tenders sought and awarded

Official invitations to tender for a service are published in Tenders Electronic Daily (TED), the on-line version of the *Supplement to the Official Journal of the European Union*.

The following information may be requested from the trust's [Board secretary](#).

- Details of capital programmes
- Staff and board members' allowances and expenses
- Lists and value of contracts awarded and their value

2.3 What our priorities are and how we are doing

The trust's strategic priorities are described on the [website](#), including our five year plan.

Finance and performance information is published quarterly with trust board papers which are available on our [website](#).

2.3.1 Performance ratings

Details of the trust's performance ratings compared with other NHS organisations are available from the Care Quality Commission at <http://www.cqc.org.uk/>.

2.3.2 Inspections and reviews

Copies of reports published by third party inspectorate and monitoring bodies are available from the relevant body's website (see list below) or from the trust's [Board secretary](#).

- Audit Commission www.audit-commission.gov.uk
- Counter Fraud at <http://www.nhsbsa.nhs.uk/fraud>
- Security Management at: <http://www.nhsbsa.nhs.uk/security>
- Department of Health www.dh.gov.uk
- General Medical Council www.gmc-uk.org
- Health and Safety Executive www.hse.gov.uk
- Health Service Ombudsman www.ombudsman.org.uk
- Health Professions Council www.hpc-uk.org/
- Care Quality Commission at <http://www.cqc.org.uk/>
- Medicines and Healthcare products Regulatory Agency www.mhra.gov.uk
- National Clinical Assessment Service www.ncas.npsa.nhs.uk/
- National Patient Safety Agency www.npsa.nhs.uk
- NHS Estates <http://www.dh.gov.uk/en/index.htm>
- NHS Litigation Authority www.nhsla.com
- Nursing and Midwifery Council www.nmc-uk.org
- NHS London www.london.nhs.uk

2.3.3 Non-clinical services

Information regarding the provision of facilities, estate services and capital development, is available in the trust's annual report on our [website](#).

2.3.4 Service developments

Information about our plans is available on our [website](#). Goals for proposed service changes are in our annual report which can also be found on our [website](#).

2.4 How we make decisions

We believe that effective governance (the process whereby organisations make strategic decisions, determine who is involved and ensure accountability is maintained) is essential to our success and future independence as a foundation trust.

As a large London teaching hospital providing secondary and tertiary services, we have a wide range of stakeholder groups, extending well beyond the immediate geographical areas of our London sites, including patients for whom we provide highly specialist care. A significant proportion of our patients live outside the London boroughs of Camden and Barnet. We have sought to reflect this diversity in the composition of our shadow members' council to ensure that the interests of the diverse communities and patients we serve are represented. Profiles of the trust's governors plus minutes from Council of Governor's meetings are available on our [website](#).

We understand that the support of the public and patients and the commitment of our staff are essential for our future ambitions. Details of our Patient and Public Involvement (PPI) strategy and how we involve patients and public in developing and monitoring our services can be found on our [website](#). We believe that the diversity of our membership provides an excellent opportunity to improve our services and the quality of the patient experience. Our membership will be involved in our forward plans and we will consult our staff and stakeholders about significant changes as required by law. Details of public consultations and opportunities to help shape the trust's future plans will be promoted through our [website](#) and in "The Free", our membership newsletter available from the [website](#).

2.5 Our policies and procedures

Copies of policies and procedures for delivering our functions and responsibilities are available, for example staff guidelines, standards of business conduct, clinical policies and complaints procedures are available from the trust's [Board secretary](#).

2.6 Lists and registers

The function of the trust is described in our establishment order which is available from the Office of Public Sector Information [website](#). Register of board member interests are available from the trust's [Board secretary](#).

2.7 The services we offer

In addition to providing district general hospital services, we are a regional and national centre for specialist and tertiary services. We are proud of the breadth of the services offered, details of which are available on the [website](#).

2.7.1 Communications with the media

Contact details of our communications team are available from the trust [website](#). Our news archive and press releases are available from the [website](#).

2.7.2 Guidance and information leaflets

"The Free" is a newsletter produced quarterly for members of the foundation trust. It is also distributed to patients in our clinics and on our wards. Printed copies can be obtained from the [communications](#) team whilst electronic copies (including back issues) are available from the trust [website](#).

2.7.2 Patient information leaflets

Many of our patient information leaflets are available from the trust [website](#), within the departments and services pages. The copyright of these documents is retained by the trust. Further details about patient information available can be requested from our [Patient Advice and Liaison Service](#) (PALS) team

2.7.3 PALS

We have a dedicated [Patient Advice and Liaison Service](#) (PALS) which is the first contact point for questions, concerns and suggestions about our services and provides support to patients, their families and visitors. Details of the services offered by the PALS team are available on their section of the trust [website](#)

PALS telephone: 020 7472 6446 / 6447; (020 7472 6445 - 24 hour answer phone)

SMS / Text number: 07624 803635 (for use by D/deaf, hard of hearing and hearing impaired patients only)

Email: rfh.pals@nhs.net

3 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 are shown in the table below. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as photocopying, postage and packaging, 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.

Requests may be refused if the cost of providing the information exceeds £450, taking staff time at £25 per hour. These statutory limits are kept under review by the government and can change. Even if the limit is not exceeded, charges may still be made as described above and shown in table below. However, where the trust is proposing to charge, it will first inform the applicant in writing. The 20 working days response deadline is suspended until the fee is paid. If the fee is not paid within 3 months, it is assumed the applicant no longer wants the information.

Information	Format	Charge
About us / contact details	website	Free
Annual statement of accounts	website Hard copy	Free 2p per sheet
Annual Report	website Hard copy	Free £5
Trust Board papers	website Hard copy	Free 2p per sheet
Trust board members	website	Free
Financial targets, aims and objectives	website	Free
NHS Trust ratings	http://www.cqc.org.uk/	Free
Procurement	On request, trust's Board secretary .	2p per sheet
Clinical Services	website	Free
Facilities, estates services and capital development	website Hard copy	Free 2p per sheet
Strategic Plan / Corporate Objectives	website	Free
Public consultations	website	Free
The Free newsletter	website Hard copy available from the communications team	Free Free
Patient Information leaflets	Available from Patient Advice and Liaison Service PALS team	Free
Press releases / trust news	Electronic copies available on trust website Hard copy available on request	Free 2p per sheet
Equality and diversity	website	Free
History and archives centre	website	Free
A-Z of departments and services	website	Free