

NHS LANARKSHIRE GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme. The publication scheme must:

- publish the classes of information that the authority makes routinely available
- tell the public how to access the information and whether information is available free of charge or on payment

NHS Lanarkshire has adopted the **Model Publication Scheme** which has been produced and approved by the Scottish Information Commissioner.

You can see this scheme on our website at <https://www.nhslanarkshire.scot.nhs.uk/download/publication-scheme-guide-to-information/>

It is also available on the Scottish Information Commissioner's website at www.itspublicknowledge.info/MPS.

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme, or this Guide to Information, to be provided in a different format.

The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for NHS Lanarkshire in relation to each class in the Model Publication Scheme
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2: About NHS Lanarkshire

NHS Scotland is made up of 14 regional NHS Boards, seven special NHS Boards and one public health body.

Each NHS Board is accountable to the Scottish Ministers. Regional NHS Boards are responsible for the protection and the improvement of their population's health and for the delivery of frontline healthcare services. Special NHS Boards support the regional NHS Boards by providing a range of important specialist and national services.

Introducing NHS Lanarkshire

NHS Lanarkshire is a geographical health board which:

- has its main office at Kirklands, Fallside Road, Bothwell G71 8BB
- covers North and South Lanarkshire
- works in co-operation with other boards in providing various regional or specialist functions

The main governing body of NHS Lanarkshire is the Board which comprises a Chair, executive directors and other members who have overall responsibility for the strategic decisions and management of the organisation. For more information on the board see Section 10 – Classes of information – Class 1.

Our purpose: NHS Lanarkshire's purpose

We are primarily responsible for:-

- Protecting and improving the health of the people of Lanarkshire
- Providing hospital, community and primary care services
- Developing a local delivery plan to address the health priorities and health care needs of the population of Lanarkshire
- Allocating resources to address local priorities in accordance with Lanarkshire NHS Board's strategic objectives and the performance management of the local health system

Our values: NHS Lanarkshire's values

NHS Lanarkshire's values represent the care our patients can expect, and how this care should be delivered by our staff. Our local values in NHS Lanarkshire are:

- Respect
- Fairness
- Quality
- Working together

Our values should be visible in everything we do and drive the improvement of our services.

NHS Lanarkshire is responsible for providing a comprehensive range of high quality health services in both hospital and community facilities. We also have a duty to protect public health throughout Lanarkshire.

Health Boards also work with independent primary care contractors - NHS doctors, dentists, pharmacists and opticians - who are contracted by the Board to provide primary health care services to the local population. Primary care contractors are subject to the Act in relation to their NHS work but are not covered by this Scheme as they have their own practice-based schemes

To find out more about **NHS Lanarkshire**, visit www.nhslanarkshire.org.uk

Section 3: Accessing Information under the Scheme

Availability and formats

The information published through this Guide to Information is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see “Section 5 – Our Charging Policy”).

Information in our Guide to Information will normally be available through the routes described below. Section 10 – Classes of Information provides more details on the information available under the Guide, along with additional guidance on how the information falling within each “class” may be accessed.

Online:

Most information listed in our Guide to Information is available to download from our website. In many cases a link within Section 10: Classes of Information will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

The general enquiry line at:

<http://www.lanarkshire.org.uk/ContactUs/GeneralEnquiries/Pages/default.aspx>

Telephone – 0300 30 30 243

By email:

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

All information in the guide will be available in hard copy form for example, paper copies. Hard copies of information can be requested from us over the telephone.

Please call us to request information available under this scheme.

By post:

You can also request hard copies of any information in the Guide by post.

Please address your request to Communications Department, NHS Lanarkshire HQ, Kirklands, Fallside Road, Bothwell G71 8BB

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 5: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal visits:

If you prefer to visit us to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within Section 10 – Classes of Information, and contact details will be provided within the relevant class.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Exempt information

We will publish all the information we hold that falls within the classes of information in the Model Publication Scheme. We publish this information in Section 10 of this guide. If a document contains information that is exempt under Scotland's freedom of information laws (for example personal information or commercial interests), we will remove or redact (black out) the information before publication and explain why.

Section 4 Information that we may withhold

All information covered by our Guide to Information can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner's Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in "Section 10 – Classes of Information". Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to “Section 8 – Contact details for enquiries, feedback and complaints”.

Section 5 – Our Charging Policy

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website, at our premises or where it can be sent to you electronically by email.

We may charge you for providing information to you, for example photocopying and postage, but we will only charge you what it actually costs us to do.

We will always tell you what the charge is and how it has been calculated before providing the information to you. We will not provide you with the information until payment has been received.

Photocopying charges are shown below:

Size of paper/alternative format	Black and White Pence per sheet	Colour Pence per sheet
A4	10p	20p
A3	20p	40p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge you no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Details of any individual charges which differ from the above charging policy are provided within “Section 10 – Classes of information”

Section 6: Copyright

NHS Lanarkshire holds the copyright for the vast majority of information in this Publication Scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, is not used for profit, and provided that the source of the material is identified.

Providing access to information does not mean that copyright has been waived, nor does it give the recipient the right to re-use information for commercial purposes or to give any third party permission to use information. If you intend to re-use information obtained from the Scheme, and you are unsure whether you have the right to do so, please make a request to the freedom of information (FOI) officer, NHS Lanarkshire, Kirklands, Fallside Road, Bothwell G71 8BB to re-use the information. Your request will be considered under the Re-use of Public Sector Information Regulations 2005 which may provide the right to impose a charge. In the event that a charge is payable you will be advised what this is and how it is calculated. If you require more information on the re-use of information go to www.oqps.gov.uk or contact the FOI officer (as above).

The Publication Scheme may contain information where the copyright holder is not NHS Lanarkshire. In most cases, the copyright holder will be obvious from the documents. In cases where the copyright is unclear it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. This includes, for example, Ordnance Survey Maps which are Crown Copyright.

Section 7: Records Management Policy

NHS Lanarkshire regards its records as a major asset of the organisation. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. NHS Lanarkshire Records Management Policy can be found in Section 10 Classes of Information - Class 5.

Section 8: Contact details for enquiries, feedback and complaints

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme, this means we will review our Guide to Information from time to time.

As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

You may, for example wish to tell us about:

- other information that you would like to see included in the guide;
- whether you found the guide easy to use;
- whether you found the guide to information useful;
- whether our staff were helpful;
- other ways in which our guide to information can be improved.

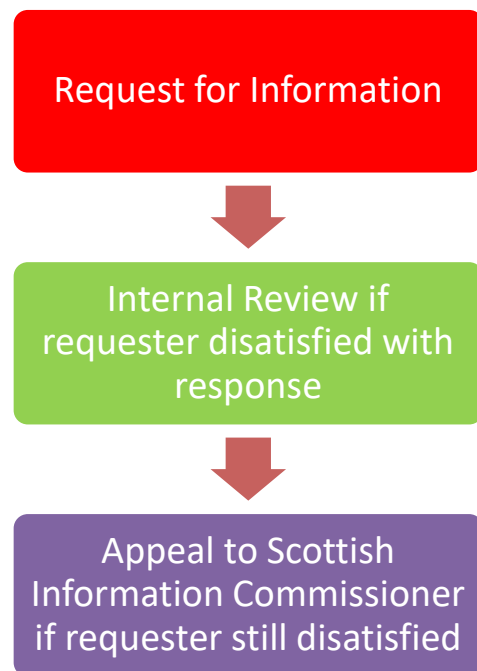
Our aim is to make our guide to information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within three working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response.

These rights apply only to information requests made in writing¹ or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

¹ Verbal requests for environmental information carry similar rights



The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

His office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info/YourRights

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information and the EIRs should be directed to:

Name FOI Officer
Address Kirklands, Fallside Road
Postcode G71 8BB
Email foi@lanarkshire.scot.nhs.uk
Telephone 01698 858110

Section 9: How to Access Information which is not available in the Guide to Information

If the information you are seeking is not available through the Model Publication Scheme (as described in this Guide) then you may wish to request it from us.

The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme (and described in this Guide), please write to:

For requests under freedom of information and EIRs -

Name FOI Officer
Address Kirklands, Fallside Road
Postcode G71 8BB

Email foi@lanarkshire.scot.nhs.uk
Telephone 01698 858110

For requests under the Data Protection legislation -

Name Information Governance Manager
Address Kirklands, Fallside Road
Postcode G7 8BB
Email dataprotectionenquiries@lanarkshire.scot.nhs.uk
Telephone 01698 858079

For specific hospital contacts see Class 2 below

Charges for information which is not available under the scheme:

The charges for information which is available under NHS Lanarkshire Guide to Information are set out under “Section 5 – Our Charging Policy”.

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.

- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different.

We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g. photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to NHS Lanarkshire of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Charge for request for your own personal data

To obtain copies, the minimum cost is £10 rising to a maximum of £50 depending on the volume of information requested including postage costs.

CLASS 1: ABOUT NHS LANARKSHIRE

Class description:

Information about NHS Lanarkshire, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class includes:	Description	How to access it/details of any charges
About Us		
Organisation's Purpose, Mission Statement Vision & Values	Our Purpose, vision & values / mission statement describes why we are here, where we are going & how do we deliver.	https://www.nhslanarkshire.scot.nhs.uk/about-us/ https://www.nhslanarkshire.scot.nhs.uk/about-us/corp-strategy/
Contact Details	Address and contact details for NHS Lanarkshire's	https://www.nhslanarkshire.scot.nhs.uk/contact-us/

	headquarters and hospitals are available at	
Organisational Chart	Details of the organisational structure of NHS Lanarkshire Will be published on our website when they become available.	
Our Board	<p>Details of Board Members and Executive Directors, and their contact details.</p> <p>The Board papers can be found here.</p> <p>Schedule of forthcoming Board meeting dates.</p> <p>Board Members Declarations of Interest</p> <p>Board Members expenses are published here. Will be published on our website when they become available.</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/about-us/board/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/about-us/board/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/about-us/board/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/about-us/board/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/download/board-members-expenses/</p>
Directors	List of NHS Lanarkshire's Directors including their roles and responsibilities.	https://www.nhslanarkshire.scot.nhs.uk/about-us/senior-team/

Governance	<p>Details of NHS Lanarkshire corporate governance arrangements</p> <p>Our policies, including standing orders, code of conduct can be found at</p> <p>Our register of interests can be accessed at</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/download/code-of-corporate-governance/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/corporate-policies-browser/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/download/standing-financial-instructions/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/download/register-of-interests/</p>
News	News about NHS Lanarkshire e.g. news releases, newsletters and news archive.	<p>https://www.nhslanarkshire.scot.nhs.uk/news/</p>
Accountability and Audit Relationships	<p>Details of bodies we are audited and/or regulated by, for example,</p> <p>Annual Review Audit Scotland Care Inspectorate Healthcare Environment Inspectorate Health Improvement Scotland Local supervisor of midwives Mental Welfare Commission</p>	

	<p>The GMC (published by National Education for Scotland) Scottish Public Services Ombudsman Reports can be found on their websites. Reports are also submitted to the Board and can be found at:</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/about-us/board/</p>
External relations and working with others		
Partnership Opportunities	<p>Information on working in partnership with E.g. Public consultant and engagement, volunteering.</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/get-involved/</p>
Partnership Agreements and Strategic Agreements with other organisations.	<p>Details of our Partnership Agreements and any other strategic agreements we have with other bodies [Contract information can be found in Class 6.]</p> <p>Agreements with other Health Boards or other</p>	

	<p>public authorities for the provision of services.</p> <p>Will be published on our website when they become available.</p>	
Information on rights, how to make a request		
How to complain or make a comment	How to make a comment, complement or suggestion, raise a concern or make a complaint	https://www.nhslanarkshire.scot.nhs.uk/contact-us/
How to make a freedom of information request	How to request information, contacts details for FOI section/unit.	https://www.nhslanarkshire.scot.nhs.uk/foi/
How to make a request for personal information	How to apply your rights under the Data Protection legislation and request personal information held by NHS Lanarkshire about you.	https://www.nhslanarkshire.scot.nhs.uk/foi/health-records/

Model Publication Scheme	NHS Lanarkshire has adopted the Scottish Information Commissioner's Model Publication Scheme	https://www.nhslanarkshire.scot.nhs.uk/download/publication-scheme-guide-to-information/
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CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class includes:	Description	How to access it/details of any charges
Corporate Strategy	<p>Provides a high level overview on where we are as an organisation, what we are aiming to achieve and the actions we need to take to get there.</p> <p>Local Delivery Plans. Will be published when available.</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/about-us/corp-strategy/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/?s=strategy</p>
Our Services	Service finder – the services we provide	https://www.nhslanarkshire.scot.nhs.uk/services/
Our Hospitals Visiting times	<p>Visiting hours can be accessed via the homepage and clicking on the relevant hospital</p> <p>Alternatively you can phone –</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/hospitals/</p> <p>General Enquiry Line on 0300 30 30 243</p>

<p>Corporate policies and procedures.</p>	<p>Corporate-wide policies can be found. For example -</p> <p>Fire policy and procedures, whistleblowing policy and organisational change.</p> <p>Standards of business conduct</p> <p>Scheme of delegation</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/corporate-policies-browser/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/download/standards-of-business-conduct-policy/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/download/standing-financial-instructions-and-scheme-of-delegation/</p>
<p>How to access our services</p>	<p>Information about how to locate health services. This includes:</p> <p>Directions and maps to main hospitals</p> <p>Alternatively you can phone –</p> <p>Description of the services provided by Community Health Partnerships</p> <p>Directory of Health Centres and Clinic Premises</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/services/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/hospitals/</p> <p>General enquiry line on 0300 30 30 243</p> <p>https://www.nhslanarkshire.scot.nhs.uk/hr-direct/hr-business-partners/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/services/</p>

	Alternatively you can phone –	General Enquiry Line on 0300 30 30 243
Jobs at NHS Lanarkshire	<p>Our current vacancies can be found on the NHS Scotland Recruitment website*</p> <p>* This is an external website NHS Lanarkshire is not responsible for the content of this site.</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/careers/</p> <p>https://jobs.scot.nhs.uk/</p>

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take how we make decisions and how we involve others.

The information we publish under this class includes:	Description	How to access it/details of any charges
NHS Board meetings	Agendas and papers for past NHS Board meetings and approved minutes of Board meetings.	https://www.nhslanarkshire.scot.nhs.uk/about-us/board/
Board standing orders for the conduct of business		https://www.nhslanarkshire.scot.nhs.uk/?s=conduct
Schemes of delegation		https://www.nhslanarkshire.scot.nhs.uk/download/standing-financial-instructions-and-scheme-of-delegation/
Public consultation and engagement strategies	Details of how we inform and engage with service users, families and key stakeholders. Details of current and recent public consultations.	https://www.nhslanarkshire.scot.nhs.uk/get-involved/
Environmental Impact Assessment Reports	Reports undertaken in compliance with the Town and Country Planning (Environmental) Impact Assessment (Scotland) Regulations 2017	No environmental impact assessments undertaken

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class includes:	Description	How to access it/details of any charges
Annual Accounts (Exchequer)	Statutory financial statements Directors report including Board member and senior employees' remuneration.	https://www.nhslanarkshire.scot.nhs.uk/about-us/financial/
Annual Accounts (Endowment Funds)	Statutory financial statements Trustees report and Statement of Trustees Responsibilities Independent Auditors Report The endowment fund is a registered charity funded by private donations which, as a separate legal entity, maintains	https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC005674#results

	its own records of expenditure. Their accounts are published annually and can be viewed online.	
Public Services Reform (Scotland) Act 2010	Public Relations Expenditure including – overseas travel expenditure hospitality and entertainment expenditure supplier expenditure over £25,000 employees with remuneration in excess of £150,000 sustainable economic growth information efficiency, effectiveness and economy information	https://www.nhslanarkshire.scot.nhs.uk/about-us/financial/
Financial Plan	Revenue /Capital Financial Plan	https://www.nhslanarkshire.scot.nhs.uk/foi/finance/
Financial Polices	Standing Financial Instructions Scheme of Delegation Expenses policy Please note that NHS Lanarkshire is not responsible for the content of this website	https://www.nhslanarkshire.scot.nhs.uk/foi/finance/ http://www.msg.scot.nhs.uk/pay/agenda-for-change
Financial Monitoring Reports	Overview in-year financial reports (monthly)	https://www.nhslanarkshire.scot.nhs.uk/about-us/board/

	<p>Board Member Expenses. Will be published on our website when they become available.</p> <p>Expenditure on agency staff</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/foi/finance/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/foi/finance/</p>
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CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class includes:	Description	How to access it/details of any charges
Human Resources		
Current policies	Human resources policies which are currently in use including recruitment, discipline and grievance, standard of business conduct, stress, whistleblowing, volunteering, working time and policies for our staff, single equality scheme	https://www.nhslanarkshire.scot.nhs.uk/?s=policies
Strategies	Information about our key priorities including the staff governance action plan	https://www.nhslanarkshire.scot.nhs.uk/download/code-of-corporate-governance/
Staffing	Information about our staffing establishment	http://www.isdscotland.org/Health-Topics/Workforce/

	<p>is published by the Information Services Division of NHS National Services Scotland (ISD).</p> <p>Please note that NHS Lanarkshire is not responsible for the content of this website.</p>	
Employee relations	<p>Information about partnership arrangements and facilities agreements in place including area partnership forums, HR forums and staff development groups</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/get-involved/</p>
Equality and Diversity at NHS Lanarkshire	<p>Annual report</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/about-us/equality-and-diversity/</p>
Volunteering	<p>Working with us</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/hr-direct/volunteering/</p>
Jobs at NHS Lanarkshire	<p>Our current vacancies can be found on the</p>	

	<p>NHS Scotland Recruitment website*</p> <p>* This is an external website NHS Lanarkshire is not responsible for the content of this site.</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/hr-direct/gen-recruit/</p> <p>https://jobs.scot.nhs.uk/</p>
Information Resources		
Data Protection	Privacy notice	https://www.nhslanarkshire.scot.nhs.uk/data-protection-notice/
Records management	<p>Information on records management including codes of practice, health records policy, administrative records policy, and the removal of data from vacated properties policy.</p> <p>A records management plan produced under the Public Records Scotland Act and then approved by the Keeper of the Records Scotland.</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/corporate-policies-browser/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/download/records-management-plan-3/</p>

Information assurance and management	<p>Information on using, protecting and the fair processing of another person's personal information and also information security, including the information assurance strategy, information governance standards, IG toolkit, fair processing notice, data protection principles, Caldicott guardian principles. Information asset register will be published on our website when it becomes available.</p> <p>How to submit subject access requests.</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/foi/health-records/</p>
Freedom of Information	<p>Information about the freedom of information</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/foi/request/</p>

	policy and how to submit a request	
Knowledge management	Information on knowledge information strategy in the NHS is published by NHS Education for Scotland (NES). Please note that NHS Lanarkshire is not responsible for the content of this site.	http://www.knowledge.scot.nhs.uk/home.aspx
Statistics	Health information is published by the Information Services Division of NHS National Services Scotland (ISD). You can find statistical information here on cancer, child health, deaths, dental care, drugs and alcohol misuse, emergency care, equality and diversity, eye care, finance, general	http://www.isdscotland.org/index.asp

	<p>practice, health and social care, health conditions, heart diseases, hospital care, maternity and births, mental health, prescribing and medicines, public health, quality indicators, healthcare audits, sexual health, stroke and waiting times.</p> <p>Please note that NHS Lanarkshire is not responsible for the content of this site.</p>	
Physical Resources		
Property or rental	<p>Property management information is published including -</p> <ul style="list-style-type: none"> - Property and Asset Management Strategy which details the property owned and occupied by 	<p>https://www.nhslanarkshire.scot.nhs.uk/download/property-and-asset-management-strategy-2017-2022/</p>

	<p>NHS Lanarkshire</p> <ul style="list-style-type: none"> - Fire policy and procedures and annual fire safety report which detail compliance and management of fire safety - Sustainability policy and annual report setting out objectives and actions on sustainability <p>PFI contracts</p> <p>Capital projects</p>	<p>https://www.nhslanarkshire.scot.nhs.uk/download/fire-safety-policy/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/download/sustainability-policy/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/about-us/financial/</p> <p>https://www.nhslanarkshire.scot.nhs.uk/foi/property/</p>
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CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class includes:	Description	How to access it/details of any charges
Procurement Policies	Procurement Strategy Procurement Annual Report	https://www.nhslanarkshire.scot.nhs.uk/download/procurement-strategy/ https://www.nhslanarkshire.scot.nhs.uk/download/procurement-annual-report/
Invitations to Tender	Invitations to tender can be found on the Public Contracts Scotland Advertising Portal* * This is an external website NHS Lanarkshire is not responsible for the content of this site.	www.publiccontractsscotland.gov.uk
Contracts	A list of contracts which have gone through formal tendering can be found at	www.publiccontractsscotland.gov.uk

	<p>Public Contracts Scotland Advertising Portal*</p> <p>Buyer profile on public contracts Scotland website</p> <p>Procurement information</p> <p>* This is an external website NHS Lanarkshire is not responsible for the content of this site.</p>	<p>http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00297</p> <p>https://www.nhslanarkshire.scot.nhs.uk/about-us/procurement/</p>
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CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services.

The information we publish under this class includes:	Description	How to access it/details of any charges
Key Performance Indicators	Information on NHS Lanarkshire's key performance indicators and performance against them. This includes information such as: <ul style="list-style-type: none">• Local Delivery Plans• HEAT Targets• Access to Treatment / waiting times• Delayed Discharges• Infection Control reports and information• Healthcare Associated Infection (HAI) reports	https://www.nhslanarkshire.scot.nhs.uk/foi/performance/
Audits & Inspections	Information about audits and inspections carried out by external bodies - for example, Healthcare Environment Inspectorate (HEI).	https://www.nhslanarkshire.scot.nhs.uk/download/national-audits/

	Findings and our responses are announced on the news section of the NHS Lanarkshire website which links to full information on the relevant websites.	
Annual Performance Report	Includes information on the Annual Accountability Review and Annual Accounts.	https://www.nhslanarkshire.scot.nhs.uk/annual-review/ https://www.nhslanarkshire.scot.nhs.uk/about-us/financial/
Patient feedback	Information on how to provide feedback on our services.	https://www.nhslanarkshire.scot.nhs.uk/feedback/
Complaints	Complaints statistics	https://www.nhslanarkshire.scot.nhs.uk/download/annual-report-2018-19-feedback-comments-concerns-and-complaints/
Scottish Public Service Ombudsman (SPSO)	<p>Findings and our responses are announced on the news section of the NHS Lanarkshire website which links to full information on the Scottish Public Service Ombudsman site.</p> <p>* This is an external website NHS Lanarkshire is not responsible for the content of this site.</p>	https://www.nhslanarkshire.scot.nhs.uk/news/ www.spsso.org.uk

Mainstreaming equality reports	Reports produced under the Equality 2010 (Specific Duties) (Scotland) Regulations 2018, as amended	https://www.nhslanarkshire.scot.nhs.uk/?s=equality
Employee and board equality monitoring reports	Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	https://www.nhslanarkshire.scot.nhs.uk/download/workforce-equality-monitoring-report/

CLASS 8: COMMERCIAL PUBLICATIONS**Class description:**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal

The information we publish under this class includes:

Description

How to access it/details of any charges

We do not publish any information in this class

CLASS 9: OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence

The information we publish under this class includes:

Description

How to access it/details of any charges

We do not publish any information in this class