

Freedom of Information Publication Scheme

Introduction

Under the Freedom of Information Act 2000, every public authority has a duty to specify what information they publish, how the information is made available, and whether it is available for free or if there is a charge. East and North Hertfordshire NHS Trust's Publication Scheme explains what information the Trust makes available to the public. Wherever possible, we aim to make it easy for information to be obtained. We review the scheme at regular intervals and monitor how it is operating.

If the information you want is not available through our publication scheme or if you are unable to find it elsewhere on our website, you can send a request to our **Freedom of Information** team (contact details below).

This model publication scheme, which complies with the **Information Commissioner's Office** (ICO) requirements, provides the following classes of information:

1. Who we are and what we do

The Trust Board

The Trust Board is responsible for setting the overall strategy for the organisation and ensuring that it meets the necessary performance targets; it is supported in this work by a number of committees. The composition of the Board is as follows:

- Chairman
- Five non-executive directors
- Chief Executive
- Director of Finance
- Director of Nursing and Patient Experience
- Director of Operations
- Medical Director

More information on the Board and its members, including expenses claimed, can be found on the Trust's website at:

<http://www.enherts-tr.nhs.uk/about-the-trust/trust-board/>

or in the Trust's Annual Report, which can also be found on the Trust's website at:

<http://www.enherts-tr.nhs.uk/about-the-trust/our-publications/>

Structure of our organisation

We publish a number of organisation charts on our website on the 'FOI – Frequently Asked Questions' page, which can be accessed through www.enherts-tr.nhs.uk/

If the organisation chart that you are looking for is not currently on our website, please submit a Freedom of Information Act request (contact details below).

Our location and services

Information on our location and our services is published on our website at:

<http://www.enherts-tr.nhs.uk/patients-visitors/>

Contacting us

Contact details can be found on the Trust's website at:

<http://www.enherts-tr.nhs.uk/contact-us/>

The key contact details are:

Telephone 01438 314333

Email generalenquiries.enh-tr@nhs.net

Constitutional / Legal Governance

NHS Trusts are required by law to make Standing Orders (SOs), which regulate the way in which the proceedings and business of the Trust will be conducted. High standards of corporate and personal conduct are essential in the NHS. These "extended" Standing Orders, incorporating the Standing Financial Instructions (SFIs), Schedule of Reservations of Powers (SRP) and Scheme of Delegated Authorities (SoDA) identify who in the Trust is authorised to do what. These are reviewed annually by the Trust Board and can be accessed via the relevant Trust Board agenda on the Trust's website, here:

<http://www.enherts-tr.nhs.uk/about-the-trust/board-meetings/>

2. What we spend and how we spend it

Information relating to our projected and actual income and expenditure can be found in our Annual report and Accounts, published on our website at:

<http://www.enherts-tr.nhs.uk/about-the-trust/our-publications/>

The Trust's financial plan and capital programme for the year can be found in the Board papers at:

<http://www.enherts-tr.nhs.uk/about-the-trust/board-meetings>

The Annual Audit Letter can be found at:

<http://www.enherts-tr.nhs.uk/about-the-trust/our-publications>

Tendering and procurement is carried out through Hertfordshire NHS Procurement (<http://www.hertsprocurement.nhs.uk/joomla/>).

Contracts and expenditure over £25,000 are published on the Trust's website at:

<http://www.enherts-tr.nhs.uk/about-the-trust/trust-board>

Please see the 'FOI - Frequently Asked Questions' webpage for information regarding some of the Trust's contracts:

If the information you are looking for is not currently on our website, please submit a Freedom of Information Act request (contact details below).

3. What our priorities are and how we are doing

Each year the Trust publishes its annual plan, covering all aspects of its business, which can be found on the website at:

<http://www.enherts-tr.nhs.uk/about-the-trust/our-publications/>

Information on our clinical priorities for the year can also be found in the Trust's annual Quality Account, which can be found on the same page of our website, and in the Annual Report.

Some of our key strategies are published on the same page.

Information on

- our key strategies and how we are delivering them
- our performance against national standards and targets, as well as our own internal targets

is published routinely in our monthly Board papers at:

<http://www.enherts-tr.nhs.uk/about-the-trust/board-meetings/>

Our CQC inspection report, once published, will be available from the CQC's own website, at:

<https://www.cqc.org.uk/>

4. How we make decisions

The Trust Board takes all the key decisions affecting the Trust and evidence of its decision-making processes can be found in the Board minutes, which are published routinely each month as part of the Board papers. These can be found at:

<http://www.enherts-tr.nhs.uk/about-the-trust/board-meetings/>

5. Our policies and procedures

For specific policies or procedures please submit a Freedom of Information Act request:

foi.enh-tr@nhs.net

or

Freedom of Information Officer L70
East and North Hertfordshire NHS Trust
Lister Hospital L70
Coreys Mill Lane
Stevenage
SG1 4AB

6. Lists and Registers

The Corporate Governance team maintains a register of interests of directors and other senior staff, and a register of hospitality, which are published at:

<http://www.enherts-tr.nhs.uk/about-the-trust/trust-board>

7. The Services we Offer

Information on our location and our services is published on our website at:

<http://www.enherts-tr.nhs.uk/patients-visitors/>

The Trust's clinical services are organised under five Divisions – Medicine, Surgery, Women's and Children's, Cancer Services and Clinical Support Services. Each of these is led by a Divisional Chair, who is a senior consultant, and a Divisional Director who is a senior manager. Each Division is also supported by its own clinical and non-clinical management structure, including matrons, senior nurses, and finance and human resources specialists.

8. The classes of information we provide 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.

9. Accessing your own information

If you would like to see information that the Trust holds about you please contact our medical records team on 01438 28690, or 020 3826 2020 for patients treated at the Mount Vernon Cancer Centre. Further information and contact details can be accessed via the following webpage:

<http://www.enherts-tr.nhs.uk/patients-visitors/our-services/medical-records/>

This information cannot be released under the Freedom of Information Act but will be considered for release under the Data Protection Act.

10. Charges which may be made for Information published under this scheme

Material which is published and accessed through the 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

but for any request where the cost of disbursements is less than £10 the charge will be waived. If a charge is to be made, confirmation of the payment due will be given before the information is provided and payment will be requested prior to provision of the information.

11. Written Requests

Information that is not published under this scheme can be requested in writing, either by email to foi.enh-tr@nhs.net or by letter to

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when its provision will be considered in accordance with the provisions of the Freedom of Information Act.