

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 free of charge.

This is the Publication Scheme for East and North Hertfordshire NHS. 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
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Information that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details for the Freedom of Information team:

Email address:

foi.enh-tr@nhs.net

Postal address:

Freedom of Information Officer L70
East and North Hertfordshire NHS Trust
Lister Hospital L68
Coreys Mill Lane
Stevenage
SG1 4AB

1. Who we are and what we do

About the Trust

The East and North Hertfordshire NHS Trust was created in April 2000, following the merger of two former NHS trusts serving the east and north Hertfordshire areas. Today, the Trust provides a wide range of acute and tertiary care services from four hospitals, namely the: Lister in Stevenage; New QEII in Welwyn Garden City; Hertford County in Hertford; and the Mount Vernon Cancer Centre in Northwood, Middlesex.

The area served by the Trust for acute hospital care covers a population of around 600,000 people and includes south, east and north Hertfordshire, as well as parts of Bedfordshire. The Mount Vernon Cancer Centre provides specialist cancer services to some two million people from across Hertfordshire, Bedfordshire, north-west London and parts of the Thames Valley.

Organisational structure

Currently the Trust has five clinical divisions for medicine, surgery, women and children's services, cancer and clinical support services. Each clinical division has a chair, who is a senior clinician, director who is an operational manager and a head of nursing (or midwifery in case of women's services).

Alongside the five clinical divisions are corporate teams covering: Trust management; finance and IT; medical practice, education and research; nursing practice and education; operations; strategy (includes estates and facilities); and workforce and organisational development.

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 Trust Board holds a formal meeting every other month, usually on the first Wednesday of the month. The composition of the Board is as follows:

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

More information on the Board and its members, including expenses claimed, can be found on the Trust's website at: <https://www.enherts-tr.nhs.uk/about/>, or in the Trust's Annual Report, which can also be found on the Trust's website at: .

Our location and services

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

<https://www.enherts-tr.nhs.uk/services/>

Contacting us

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

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

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:

https://www.enherts-tr.nhs.uk/gps-professionals/publications/?publications_category=board-papers

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:

<https://www.enherts-tr.nhs.uk/about/trust/statutory-documentation/>

The Trust's financial plan and regular updates regarding the financial sustainability of the Trust can be found in the Board papers at:

https://www.enherts-tr.nhs.uk/gps-professionals/publications/?publications_category=board-papers

The Annual Audit Letter can be found at:

<https://www.enherts-tr.nhs.uk/about/trust/statutory-documentation/>

A large part of the Trust's procurement function is provided by Hertfordshire NHS Procurement:

<http://www.hertsprocurement.nhs.uk/joomla/>

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

<https://www.enherts-tr.nhs.uk/about/performance/finances/>

3. What our priorities are and how we are doing

In April 2019 the Trust launched its new five year strategy. Details of the strategy, goals and the Trust's vision can be found on our website:

<https://www.enherts-tr.nhs.uk/about/trust/>

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:

https://www.enherts-tr.nhs.uk/gps-professionals/publications/?publications_category=board-papers

The Trust's Quality Account is published on the Trust's website, here:

<https://www.enherts-tr.nhs.uk/about/trust/statutory-documentation/>

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 as part of the Board papers. These can be found at:

https://www.enherts-tr.nhs.uk/gps-professionals/publications/?publications_category=board-papers

The Trust Board reviews and approves the Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions on an annual basis. These can be found in the Board papers (usually the November meeting) at:

https://www.enherts-tr.nhs.uk/gps-professionals/publications/?publications_category=board-papers

Any decisions made with delegated authority at the Board's sub-committees (the Audit Committee, Quality and Safety Committee, Finance, Performance & People Committee, and the Charity Trustee Committee) are reported to the next Trust Board meeting in a summary report.

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
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6. Lists and registers

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

<https://www.enherts-tr.nhs.uk/about/board/introduction/>

7. The services we offer

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

<https://www.enherts-tr.nhs.uk/services/>

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 request access to your medical records, please contact our medical records team on 01438 286930. Further information and contact details can be accessed via the following webpage:

<https://www.enherts-tr.nhs.uk/patient-visitors/commitment/health-records/>

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

If you wish to find out what information the Trust holds about you in relation to job applications or employment records, please click on the following link: <https://www.enherts-tr.nhs.uk/staff-privacy-notice/>.

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.

By exception, where excessive costs are anticipated, charges may be made for actual disbursements incurred such as:

- photocopying,
- postage and packaging,
- the costs directly incurred as a result of viewing information.

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

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To be reviewed by: Trust Secretary