



**NHS TAYSIDE GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL
PUBLICATION SCHEME 2014**

Developed in compliance with the Freedom of Information (Scotland) Act 2002

December 2017

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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 Tayside has adopted the **Model Publication Scheme 2014** which has been produced and approved by the Scottish Information Commissioner. It is approved until 31 May 2018.

You can see this scheme on our website at http://www.nhstayside.scot.nhs.uk/YourRights/PROD_213144/index.htm 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 2014, 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 Tayside in relation to each class in the Model Publication Scheme 2014
- 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 Tayside

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 Tayside

Our purpose:

NHS Tayside is a Health Board which:

- has its main office at Ninewells Hospital, Dundee DD1 9SY
- covers Tayside comprising the local authority areas of Angus, Dundee City and Perth and Kinross
- is responsible for improving the health of the people living in Tayside and reducing health inequalities

Its main role is to protect and improve the health of the people of Tayside and plan services for the local population. It also:

- Focuses clearly on health outcomes and people's experience of their local NHS system
- Promotes integrated health and community planning by working closely with other local organisations
- Provides a single focus of accountability for the performance of the local NHS system

Throughout its work, NHS Tayside is committed to forging effective links with all its partners in care, such as patients, staff, local communities and those people with more specialist needs such as ethnic groups, disabled people, etc, so that their needs and views are placed at the heart of the design and delivery of local health services.

Tayside NHS Board functions include:

- Developing a single local health plan which addresses health priorities
- Allocating resources to address local priorities - taking the lead on determining how Tayside resources are deployed to meet strategic objectives
- Implementing the Tayside Delivery Plan
- Managing the Performance of the NHS Tayside health system

The ambition is that all workplaces in NHS Tayside would be environments where respect and fairness are obvious from the moment anyone walks into a ward or department with staff feeling valued and appreciated. This positive, open culture will be reflected in everything staff do and patient experience with patient outcomes benefiting as result.

Our Vision: Everyone has the best care experience possible

Our Aim: To be the best at getting better

Our Values: We will:

- Put patients first
- Show compassion, caring and kindness
- Treat everyone with dignity and respect
- Take the time to have good, open communications and be accountable for our actions and behaviors
- Do the best that we can by working as a team to provide excellent treatment and care

NHS Tayside is responsible 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 Tayside.

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. These people are known as primary care contractors or General Practitioners (GPs).

Primary care contractors are subject to FOISA 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 Tayside, visit <http://www.nhstayside.scot.nhs.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 us directly by any one of these methods:

- **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.

Please send any emails to NHS Tayside’s Freedom of Information email address: tay.informationgovernance.@nhs.scot

- **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: 01382 740074 Ext. 70436 or Ext.70203

- **By post:**

You can also request hard copies of any information in the Guide by post. Please address your request to:
Information Governance & Cyber Assurance (FOISA)
Maryfield House (South)
30 Mains Loan
Dundee
DD4 7BT

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 2014. 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 2014 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

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”

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a ‘market value’ which may include the cost of production.

Section 6: Copyright

NHS Tayside 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. 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:

Information Governance & Cyber Assurance (FOISA)
Maryfield House (South)
30 Mains Loan
Dundee
DD4 7BT
Telephone 01382 740074 Ext. 70436
Email: tay.informationgovernance.@nhs.scot

To re-use the information your request will be considered under the **Re-use of Public Sector Information Regulations 2015** 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, please contact the Information Governance Team above. Further information on re-use of information can be found at the following sites:

<https://ico.org.uk/for-organisations/guide-to-rpsi/>

<http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/about-psi/>

The Publication Scheme may contain information where the copyright holder is not NHS Tayside. 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 Tayside 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 Tayside's 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 2014, 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:

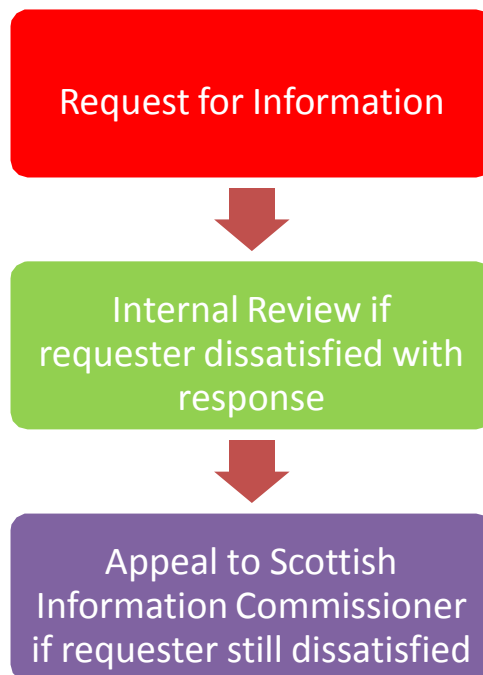
- other information that you would like to see included in the guide;
- whether you found the guide easy to use;
- whether you found the guide to information useful;
- whether our staff were helpful;
- other ways in which our guide to information can be improved.

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 two 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 2014 (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 she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

Her 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, Data Protection and the EIRs should be directed to:

Head of Information Governance and Cyber
Assurance/Data Protection Officer
Information Governance & Cyber Assurance Team
Maryfield House (South)
30 Mains Loan
Dundee
DD4 7BT

Telephone 01382 424436

Email: tay.informationgovernance.@nhs.scot

Website: www.nhstayside.scot.nhs.uk

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 2014 (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 2014 (and described in this Guide), please write to:

Information Governance & Cyber Assurance
(FOISA)

Maryfield House (South)
30 Mains Loan
Dundee
DD4 7BT

Telephone 01382 740074 ext. 70436

Email: tay.informationgovernance.@nhs.scot

www.nhstayside.scot.nhs.uk

Charges for information which is not available under the scheme:

The charges for information which is available under NHS Tayside's 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 Tayside 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

In most cases there is no fee in relation to a request for your own personal data.

NHS Inform <https://www.nhsinform.scot/care-support-and-rights/health-rights> has produced a number of publications that give details of your rights in relation to NHS healthcare.

Section 10: Classes of Information

| CLASS 1: ABOUT NHS TAYSIDE | | |
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| Class description: Information about NHS Tayside, 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. | Your Health Board |
| Contact Details | Contact details of all our premises and Headquarters/principal offices | Contact Us Our Premises |
| Organisational Chart | Details the organisational structure of NHS Tayside | Not currently published: request for information required |

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| Our Board | <p>Details who our Board are and what they do, plus names of Board members</p> <p>Papers for Board meetings can be found here.</p> <p>Schedule of forthcoming Board meeting dates.</p> <p>Board Members Declarations of Interest</p> | <p>Board Members</p> <p>The Board and its Committees</p> <p>The Board and its Committees</p> <p>Board Members</p> |
| Charitable Trust and Objectives | Information on NHS Tayside's charitable status | Fundraising and Donations |
| Directors | List of NHS Tayside Directors including their roles and responsibilities | Board Members |
| Governance | Details of NHS Tayside's corporate governance, for example governance policy, risk register, codes of conduct, standing orders and other governance information. | <p>Governance</p> <p>Code of Corporate Governance</p> <p>Registering Interests and Hospitality</p> <p>Sponsorship</p> <p>Public Services Reform (Scotland) Act 2010</p> |

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| Committee Roles and Remit | Roles and Remit of our committees and sub committees | The Board and its Committees |
| News | News about NHS Tayside including news releases and archived news | News |
| Accountability and Audit Relationships | Details of bodies we are audited and/or regulated by, and the nature of our relationship with them. | |
| Subsidiary companies | | |
| External relations and working with others | | |
| Sponsorship & Partnership Opportunities | Details on current sponsor partners | Tayside Health Fund |
| Partnership Opportunities | Information on working in partnership with NHS Tayside | NHS Tayside Public Partners Network |
| Partnership Agreements and Strategic Agreements with other organisations | Details of our Partnership Agreements and any other strategic agreements we have with other bodies e.g. Memoranda of Understanding. Contract information can be found in Class 6. | |

| Information on rights, how to make a request | | |
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| How to complain or make a comment | How to complain or make a comment e.g. complaints policy, and contact details. | Give Us Feedback |
| How to make a freedom of information request | How to request information, contacts details for FOI section/unit. | Your Rights |
| How to make a request for personal information | How to apply your rights under the Data Protection Act 2008 & request personal information held by NHS Tayside about you. | Access to your Health Record |
| Model Publication Scheme 2014 | NHS Tayside has adopted the Scottish Information Commissioner's Model Publication Scheme 2014. | Freedom of Information |

| CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES | | |
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| 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 | Provides a high level overview on where we are as an organisation, what we are aiming to achieve and the actions we need to get there. Detailed business plans may contain commercially sensitive information so are not published – but you can still make a request for them. | Local Delivery Plan 2015-16 Corporate Workforce Plan Clinical Governance Strategy 2013-2016 NHS Tayside Financial Framework 2016/17 - 2020/21 |
| Strategic planning process | Information on how we undertake our strategic planning e.g. planning policies, decision making structures, timetables. | |
| Venue/Section Plans | High level details of NHS Tayside operation plans for venues & sections. Detailed service plans are not routinely published but can be requested from us under the Act. Generalised floor plans can however be found on the link shown. | Our Premises A - Z |

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| Our Venues | Our venues, contact details and facilities. | Our Premises A - Z |
| Our Venue Opening Hours | Opening hours of our venues | Our Premises A - Z |
| Corporate policies and procedures. | Corporate wide policies. | Clinical (Including Infection - Prevention and Control) Finance and Governance Nursing and Midwifery Operational/Facilities Risk, Health and Safety (Including Fire Safety) Human Resources |
| How to access our services | <p>Information about how to locate health services. This includes:</p> <p>Directions and maps to main hospitals. Please click on the name of the hospital for more detailed information, including location map, telephone number, wards and visiting times.</p> <p>Description of the services provided</p> | Our Services A - Z Our Premises A - Z Health and Social Care Partnership |

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| | <p>by Community Health and Care Partnerships</p> <p>Alternatively you can phone 01382 660111</p> <p>Directory of Health Centres and Clinic Premises</p> <p>Primary Care Services:</p> <p>Dental Services/General Dental Practitioners</p> <p>GPs/GP Surgeries</p> <p>Optometrists and Opticians</p> <p>Pharmacies</p> <p>Find Local Services... A search facility to find primary care services nearest to your postcode.</p> | <p>Your Local Services</p> <p>Primary Care Services</p> <p>How to access NHS dental care</p> <p>Abbreviated Medical List</p> <p>Information not currently published: request for information required.</p> <p>https://www.nhsinform.scot/</p> |
| Jobs at NHS Tayside | <p>Our current vacancies can be found at the NHS Scotland Recruitment website*</p> <p>*This is an external website. NHS Tayside is not responsible for the content of this site.</p> | <p>https://jobs.scot.nhs.uk/</p> |

| CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED | | |
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| 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 | <p>Agendas and papers for past NHS Board meetings and approved minutes of Board meetings.</p> <p>This includes latest papers, agendas and minutes.</p> | <p>Tayside NHS Board</p> <p>Tayside NHS Board Schedule of Meetings</p> <p>Tayside NHS Board Membership</p> <p>Archive Papers</p> |
| Board standing orders for the conduct of business | | <p>Governance</p> <p>Code of Corporate Governance</p> <p>Registering Interests and Hospitality</p> <p>Sponsorship</p> <p>Public Services Reform (Scotland) Act 2010</p> |
| Public consultation and engagement strategies | Details of how we inform and engage with service users, families and key stakeholders. Details of current and previous public | <p>http://www.nhstayside.scot.nhs.uk/GettingInvolved/index.htm</p> <p>http://www.yournhstayside.scot.nhs.uk/</p> |

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| | consultations. | |
| Reports of Regulatory Inspections | Reports of regulatory inspections, audits and investigations. | http://www.audit-scotland.gov.uk/ |
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| 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. Governance statement Independent Auditors Reports | Annual Accounts (Exchequer) NHS Tayside Annual Accounts 2015/16 Annual Reports and Accounts The Governance statement is included within the Annual Accounts |
| Annual Accounts (Endowment Funds) | Statutory financial statements Trustees report and Statement of Trustees Responsibilities Independent Auditors Report | Audit Committee |

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| Public Services Reform (Scotland) Act 2010 | | Overseas Travel Public Relations External Consultancy Supplier payments over £25,000 Members or Employees with remuneration in excess of £150,000 Hospitality and Entertainment Sustainable Economic Growth Efficiency, Effectiveness and Economy |
| Financial Plan | Revenue/Capital Financial Plan | Contained in Finance and Resources Committee papers: Finance and Resources Committee Not separately published: may require request for information |
| Financial Policies | Standing Financial Instructions Scheme of Delegation Expenses Policy | Code of Corporate Governance Section F Standing Financial Instructions Section E Reservation of Powers and Delegation of Authority |

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| Financial Monitoring Reports | Overview in-year financial reports Board Member Expenses | Finance and Resources Committee Information not currently published: request for information required |
| 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 | NHS Tayside Policies | Clinical (Including Infection - Prevention and Control) Finance and Governance Nursing and Midwifery Operational/Facilities Risk, Health and Safety (Including Fire Safety) Human Resources |

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| Strategies | Information about our key priorities including the staff governance action plan | Staff Governance Committee Policies not currently published - request for information required |
| Staffing | Information about our staffing establishment is published by Information Services Division of NHS National Service Scotland (ISD) Please note that NHS Tayside is not responsible for the content of this website. | http://www.isdscotland.org/Health-Topics/Workforce/ |
| Employee Relations | Information about partnership arrangements and facilities agreements in place including area partnership forums, HR forums and staff development groups | Partnership information not currently published: request for information required. |
| Equality and Diversity at NHS Tayside | | Equality, Diversity and Human Rights |
| Registers | Staff interests Gifts and Hospitality | Registering Interests and Hospitality |
| Volunteering | Getting Involved | Volunteering with NHS Tayside |

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| Jobs at NHS Tayside | <p>Our current vacancies can be found at the NHS Scotland Recruitment website*</p> <p>*This is an external website. NHS Tayside is not responsible for the content of this site.</p> | https://jobs.scot.nhs.uk/ |
| Information Resources | | |
| Records Management | <p>Information on records management including codes of practice, records management plan, health records policy, administrative records policy, and the removal of data from vacated properties policy.</p> <p>A records management plan requires to be produced under the Public Records (Scotland) Act 2011 which should then be approved by the Keeper of the Records of Scotland</p> | <p>Finance and Governance Policies</p> <p>Request for information may be required</p> |

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| Information assurance and management | 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, information asset registers, IG toolkit, fair processing notice, data protection principles, Caldicott guardian principles, and how to submit subject access requests. | Information Governance Policy Information Security Policy Data Protection Policy Use of Email and Network Services Policy Request for information may be required |
| Freedom of Information | Information about the freedom of information policy and how to submit a request | How to make a request for information |
| Knowledge management | <p>Information on the knowledge interaction implementation group including a list of projects being carried out and contact details for further information.</p> <p>Information on knowledge information strategy in the NHS is published by NHS Education for Scotland (NES). Please note that NHS Tayside is not responsible for the content of this site.</p> | <p>The Centre for Organisational Effectiveness http://www.t-coe.org.uk/</p> <p>NHS Education for Scotland http://www.nes.scot.nhs.uk/</p> |

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| Statistics | <p>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 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 Tayside is not responsible for the content of external sites.</p> | <p>Information Services Division</p> <p>http://www.isdscotland.org</p> |
| Lists and registers | <p>Information we are currently required to hold in publicly available registers:</p> <p>Independent contractors</p> | <p>Primary Care Services</p> |

| Physical Resources | | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property or rental | <p>Property management information, including:</p> <p>Property and Asset Management Strategy which details the property owned and occupied by NHS Tayside.</p> <p>Fire policy and procedures and annual fire safety report which details compliance and management of fire safety</p> <p>Sustainability policy and annual report setting out objectives and actions on sustainability</p> <p>PFI contracts Initial agreements, outline and full business cases published in line with Scottish Capital Investment Manual</p> | <p>Contained in Audit Committee papers: Audit Committee</p> <p>Fire Safety Policy</p> <p>Sustainable Economic Growth</p> <p>Public Finance Initiative (PFI) contracts (These may be subject to removal of data where an exemption applies e.g. disclosure would disclose trade secrets or prejudice substantially the commercial interests of any party)</p> <p>Capital Projects</p> |

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 Home Page | Procurement |
| Invitations to Tender | <p>Invitations to tender can be found on the Public Contracts Scotland Advertising Portal.</p> <p>* An external website, NHS Tayside is not responsible for the content of this site.</p> | https://www.publiccontractsscotland.gov.uk/ |
| Contracts | <p>A list of contracts which have gone through formal tendering can be found at Public Contracts Scotland Advertising Portal.</p> <p>* An external website, NHS Tayside is not responsible for the content of this site.</p> | https://www.publiccontractsscotland.gov.uk/ |

CLASS 7: HOW ARE WE 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 Tayside's key performance indicators and performance against them. | Annual Review Self Assessment NHS Tayside's Annual Review |
| Audits and Inspections | Reports from audits and inspections | Local reports on compliance with HIS Standards for HAI (Healthcare Associated Infections) Infection Control – can be found at Infection Control |
| Annual Performance Report | Annual report and audited financial statements | Annual Review NHS Tayside's Annual Review Annual Reports and Accounts |

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| Patient feedback | Information on how to provide feedback on our services | NHS Tayside's Annual Feedback Report 2015 - 2016 |
| Complaints | Complaints statistics | Complaints Statistics (ISD) |
| Scottish Public Service Ombudsman | Findings and our responses | http://www.spso.org.uk/ |
| CLASS 8: OUR COMMERCIAL PUBLICATIONS | | |
| Class Information: 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: OUR OPEN DATA | | |
| Class Information: The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open license. | | |
| The information we publish under this class includes: | Description | How to access it/details of any charges |

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| We do not currently publish any information in this class | | |

Revised 18 November 2019