

NHS GOLDEN JUBILEE GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2018

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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 Golden Jubilee has adopted the **Model Publication Scheme 2018** which has been produced and approved by the Scottish Information Commissioner.

You can see this scheme on our website at <http://hospital.nhsgoldenjubilee.co.uk/general-information/information-requests>. 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 2018, 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 Golden Jubilee in relation to each class in the Model Publication Scheme 2018
- 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 Golden Jubilee

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 Golden Jubilee

Our purpose: As a national resource for NHS Scotland, the Golden Jubilee National Hospital is a major centre for regional and national heart and lung services, orthopaedics and other key specialties. We carry out a range of planned procedures to assist our NHS Board colleagues in reducing patient waiting times and are also home to a range of regional and national services.

Our values:

Our five shared values are:

We will treat everyone with **dignity and respect**.

We will take **responsibility** to do our jobs well.

We will demonstrate our commitment to **quality**.

We will work **effectively** with others in **teams**.

We will display a “**can do**” **attitude** at every opportunity

NHS Golden Jubilee 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 Scotland (Anyone, living anywhere in Scotland, can be referred by their local NHS Board for an operation or diagnostic test in our current range of specialties)

Health Boards also work with independent 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 Golden Jubilee, visit <http://www.nhsgoldenjubilee.co.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:

Sharon Stott
Information Governance Manager/Data Protection Officer (DPO)
NHS Golden Jubilee
Agamemnon Street
Clydebank
G81 4DY

Direct Line: 0141 951 5765

Email: Sharon.Stott@gjnh.scot.nhs.uk

Website: <http://www.nhsgoldenjubilee.co.uk/>

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:

Sharon Stott
Information Governance Manager/Data Protection Officer (DPO)
NHS Golden Jubilee
Agamemnon Street
Clydebank
G81 4DY

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 2018. 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 2018 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 this.

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”

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 Golden Jubilee 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 Sharon Stott, Information Governance Manager, NHS Golden Jubilee, Agamemnon Street, Clydebank, G81 4DY 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 Sharon Stott, Information Governance Manager, NHS Golden Jubilee, Agamemnon Street, Clydebank, G81 4DY.

The Publication Scheme may contain information where the copyright holder is not NHS Golden Jubilee. 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 Golden Jubilee regards its records as a major asset of the Company. 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 National Waiting Times Centre, 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 2018, 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:

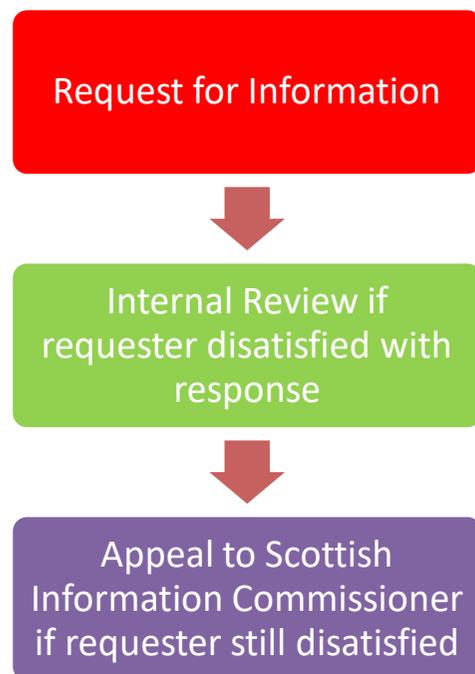
- other information that you would like to see included in the guide;
- whether you found the guide easy to use;
- whether you found the guide to information useful;
- whether our staff were helpful;
- other ways in which our guide to information can be improved.

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 2018 (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.



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:

¹ Verbal requests for environmental information carry similar rights

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:

Communications Department
NHS Golden Jubilee
Beardmore Street
Clydebank
Glasgow
G81 4HX
Email: enquiries@gjnh.scot.nhs.uk
Telephone: 0141 951 5000
Website: <http://www.nhsgoldenjubilee.co.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 2018 (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 2018 (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 2018 (and described in this Guide), please write to:

Sharon Stott
Information Governance Manager/Data Protection Officer (DPO)
NHS Golden Jubilee
Agamemnon Street
Clydebank
G81 4DY
Direct Line: 0141 951 5765
Email: Sharon.Stott@gjnh.scot.nhs.uk
Website: <http://www.nhsgoldenjubilee.co.uk/>

Charges for information which is not available under the scheme:

The charges for information which is available under NHS Golden Jubilee 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 Golden Jubilee 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

There is no charge for requesting access to your own personal data, however, based on the volume of information and the format requested, there may be a small administration fee, which will reflect the volume of the request. If your request does meet the need to administer a fee, you will be notified of this before your request is progressed.

Health Rights Information Scotland (HRIS) has produced a number of publications that give details of your rights in relation to NHS healthcare.

*** Blue text indicates suggested additional entries for multi-function special health boards and national support organisations**

Section 10: Classes of Information

CLASS 1: ABOUT NHS Golden Jubilee Board		
<p>Class description: Information about NHS Golden Jubilee, who we are, where to find us, how to contact us, how we are managed and our external relations.</p>		
The information we publish under this class includes:	Description	How to access it/details of any charges
About Us		
<p>It should be noted that the NHS Golden Jubilee manages the Golden Jubilee National Hospital, which is part of the Golden Jubilee Family, which also includes the Golden Jubilee Innovation Centre, Golden Jubilee Conference Hotel and the Golden Jubilee Research Institute.</p>		
Organisations 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://hospital.nhsgoldenjubilee.co.uk/about-us https://www.nhsgoldenjubilee.co.uk/ https://www.nhsgoldenjubilee.co.uk/information/about-us/vision-and-values
Contact Details	Address and contact details for NHS Golden Jubilee	http://www.nhsgoldenjubilee.co.uk/contact-us/
Organisational Chart	Details the organisational structure of NHS Golden	https://www.nhsgoldenjubilee.co.uk/information/about-us/organisational-charts

	Jubilee	If you require any information on our Senior Organisational Structure, or wish to receive any of our divisional or department structures, please contact the Communications and Corporate Affairs team on 0141 951 5175/5195 or email Comms@gjnh.scot.nhs.uk
Our Board	<p>Details of Board Members and Executive Directors, and their contact details.</p> <p>The Board minutes and agendas.</p> <p>Schedule of forthcoming Board meeting dates.</p> <p>Board Members Declarations of Interest and their Register of Gifts and Hospitality.</p>	<p>https://www.nhsgoldenjubilee.co.uk/information/board/board-members</p> <p>https://www.nhsgoldenjubilee.co.uk/publications/board/board-minutes</p> <p>https://www.nhsgoldenjubilee.co.uk/information/board/board-meeting-dates</p> <p>https://www.nhsgoldenjubilee.co.uk/publications/board/register-interests</p>
Directors	List of NHS Golden Jubilee Directors including their roles and responsibilities.	https://www.nhsgoldenjubilee.co.uk/information
Governance	<p>Details of NHS Golden Jubilee Corporate governance e.g. governance policy, risk register, codes of conduct, standing orders and other governance information.</p> <p>Our policies</p>	<p>http://www.nhsgoldenjubilee.co.uk/publications/policies/public-policies/</p> <p>https://www.nhsgoldenjubilee.co.uk/information/board/board-meeting-dates/standard-orders</p> <p>https://www.nhsgoldenjubilee.co.uk/information/board/board-members/conduct</p> <p>https://www.nhsgoldenjubilee.co.uk/publications/board/register-interests</p>

	<p>Our standing orders</p> <p>Our code of conduct</p> <p>Our register of interests</p>	
News	News about National Golden Jubilee Board e.g. news releases, newsletters.	http://www.nhsgoldenjubilee.co.uk/news/
Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by, and the nature of our relationship with them – for example, Healthcare Environment Inspectorate (HEI), Annual Review.	<p>Healthcare Improvement Scotland oversee, and publish reports of, all our inspections on their website:</p> <p>http://www.healthcareimprovementscotland.org/welcome_to_healthcare_improvem.aspx</p> <p>Information Commissioner’s Office, the UK’s independent authority, set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals</p> <p>https://ico.org.uk/</p> <p>The Scottish Information Commissioner, the independent public official responsible for promoting and enforcing Scotland's freedom of information (FOI) law</p> <p>https://www.itspublicknowledge.info/home/ScottishInformationCommissioner.aspx</p> <p>Audit Scotland www.audit-scotland.gov.uk</p>
External relations		

and working with others		
Partnership Opportunities	Information on working in partnership with NHS Golden Jubilee Board E.g. Public consultant and engagement, volunteering.	https://www.nhsgoldenjubilee.co.uk/working-us/join-our-team/volunteering
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. Memorandum of Understanding. Information Sharing Protocols [Contract information can be found in Class 6.] Agreements with other Health Boards or other public authorities for the provision of services	https://hospital.nhsgoldenjubilee.co.uk/a-z-services https://hospital.nhsgoldenjubilee.co.uk/application/files/3715/7373/0079/AccessPolicy.pdf
Information on rights, how to make a request		
How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details.	https://hospital.nhsgoldenjubilee.co.uk/general-information/feedback-and-suggestions
How to make a	How to request information,	https://hospital.nhsgoldenjubilee.co.uk/general-information/information-requests

freedom of information request	contacts details for FOI section/unit.	
How to make a request for personal information	How to apply your rights under the Data Protection Act 2018 and request personal information held by NHS Golden Jubilee about you.	https://hospital.nhsgoldenjubilee.co.uk/general-information/data-protection https://hospital.nhsgoldenjubilee.co.uk/general-information/information-requests
Model Publication Scheme 2018	NHS Golden Jubilee has adopted the Scottish Information Commissioner's Model Publication Scheme 2018.	https://hospital.nhsgoldenjubilee.co.uk/application/files/9716/0561/9007/Model-Publication-Scheme-2018.pdf https://hospital.nhsgoldenjubilee.co.uk/general-information/information-requests
Guide to Information	NHS Golden Jubilee Guide to Information it makes available under the Model Publication Scheme 2018.	https://hospital.nhsgoldenjubilee.co.uk/general-information/information-requests

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.

Option for special health boards and national support organisations with a large number of specialist publications -

The quickest way to access to our reports, publications and tools is using the publications section of our website:

<http://www.nhsgoldenjubilee.co.uk/publications/>

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 take to get there. Local Delivery Plans. Corporate strategies Policies	https://www.nhsgoldenjubilee.co.uk/information/about-us http://www.nhsgoldenjubilee.co.uk/publications/plans/local-delivery-plans/ http://www.nhsgoldenjubilee.co.uk/publications/policies/public-policies/
Our Services	Service finder – an A to Z of the services we provide	https://hospital.nhsgoldenjubilee.co.uk/a-z-services
Our Hospitals Visiting times	Visiting hours can be access via the homepage and clicking on the relevant hospital Alternatively you can phone – 0141 951 5000	https://hospital.nhsgoldenjubilee.co.uk/general-information/visiting
Corporate policies and procedures.	Corporate-wide policies can found. For example, Whistleblowing policy, CCTV policy.	https://www.nhsgoldenjubilee.co.uk/publications/policies/public-policies https://www.nhsgoldenjubilee.co.uk/publications/policies/staff-policies
How to access our services	Information about how to locate health services. This includes: Directions and maps to main hospital.	http://www.nhsgoldenjubilee.co.uk/contact-us/ http://hospital.nhsgoldenjubilee.co.uk/general-information/travelling-hospital

	<p>Alternatively you can phone – 0141 951 5000</p> <p>Alternatively you can phone our Communications Department –</p>	<p>0141 951 5195 / 5175 / 5073</p>
Jobs at NHS National Waiting Times Centre	Our current vacancies can be found on	<p>https://www.nhsgoldenjubilee.co.uk/working-us/join-our-team/current-jobs</p> <p>Or available in hard copy from ... Human Resources Department, Golden Jubilee National Hospital Agamemnon Street Clydebank Glasgow G81 4DY</p> <p>email: recruitment@gjnh.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.nhsgoldenjubilee.co.uk/information/board/board-meeting-dates https://www.nhsgoldenjubilee.co.uk/publications/board/board-agendas https://www.nhsgoldenjubilee.co.uk/publications/board/board-minutes https://www.nhsgoldenjubilee.co.uk/publications/board/board-papers
Board standing orders for the conduct of business		https://www.nhsgoldenjubilee.co.uk/information/board/board-meeting-dates/standard-orders
Schemes of delegation		https://www.nhsgoldenjubilee.co.uk/information/board/board-meeting-dates/standard-orders
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 consultations.	Published ad-hoc as and when required: http://www.nhsgoldenjubilee.co.uk/publications/
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations carried out	Published ad-hoc as and when required: http://www.nhsgoldenjubilee.co.uk/publications/ Healthcare Improvement Scotland oversee, and publish reports of, all our inspections on their website: http://www.healthcareimprovementscotland.org/welcome_to_healthcare_improvem.a_spx

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 report	https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/public-spending https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/public-spending https://www.nhsgoldenjubilee.co.uk/publications/board/annual-reports-and-accounts
Annual Accounts (Endowment Funds)	Statutory financial statements Trustees report and Statement of Trustees Responsibilities Independent Auditors Report	https://www.nhsgoldenjubilee.co.uk/publications/board/annual-reports-and-accounts
Public Services Reform (Scotland) Act 2010	Public Relations Expenditure Overseas Travel Expenditure Hospitality/Entertainment Expenditure Supplier payments over £25,000	https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/public-spending https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/public-spending https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/public-spending https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/public-spending

	Employees with remuneration in excess of £150,000?	spending https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/public-spending
Financial Plan	Revenue /Capital Financial Plan	http://www.nhsgoldenjubilee.co.uk/publications/
Financial Polices	Standing Financial Instructions Scheme of Delegation Expenses policy	https://www.nhsgoldenjubilee.co.uk/information/board/board-meeting-dates/standard-orders https://www.nhsgoldenjubilee.co.uk/information/board/board-meeting-dates/standard-orders http://www.nhsgoldenjubilee.co.uk/publications/policies/public-policies/
Financial Monitoring Reports	Overview in-year financial reports Board Member Expenses	https://www.nhsgoldenjubilee.co.uk/publications/board/annual-reports-and-accounts https://www.nhsgoldenjubilee.co.uk/publications/board/annual-reports-and-accounts

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	Description	How to access it/details of any charges
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includes:		
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.nhsgoldenjubilee.co.uk/publications
Strategies	Information about our key priorities including the staff governance action plan	http://www.nhsgoldenjubilee.co.uk/publications/strategies/
Staffing	Our Workforce Plan Information about our staffing establishment is published by the Information Services Division of NHS National Services Scotland (ISD). Please note that NHS National Waiting Times Centre is not responsible for the content of this website.	https://www.nhsgoldenjubilee.co.uk/publications/plans/workforce-plans http://www.isdscotland.org/

Employee relations	Information about partnership arrangements and facilities agreements in place including area partnership forums, HR forums and staff development groups	https://www.nhsgoldenjubilee.co.uk/publications/reports/partnership
Equality and Diversity at NHS National Waiting Times Centre	Annual report	https://www.nhsgoldenjubilee.co.uk/publications/reports
Registers	Staff interests/Gifts and hospitality	https://www.nhsgoldenjubilee.co.uk/publications/board/register-interests
Volunteering	Working with us	https://www.nhsgoldenjubilee.co.uk/working-us/join-our-team/volunteering
Jobs at NHS National Waiting Times Centre	Our current vacancies can be found on	https://www.nhsgoldenjubilee.co.uk/working-us/join-our-team/current-jobs
Information Resources		
Records management	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.	https://www.nhsgoldenjubilee.co.uk/information/about-us/record-management-plan

	Model Records Management Plan	https://webarchive.nrscotland.gov.uk/20170203163345/https://www.nrscotland.gov.uk/record-keeping/public-records-scotland-act-2011/resources/model-records-management-plan
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.	http://hospital.nhsgoldenjubilee.co.uk/patient-information/patient-rights http://hospital.nhsgoldenjubilee.co.uk/site-information/privacy-policy http://hospital.nhsgoldenjubilee.co.uk/general-information/data-protection http://hospital.nhsgoldenjubilee.co.uk/general-information/information-requests https://www.nhsgoldenjubilee.co.uk/application/files/3916/2383/7290/Data_Protection_Policy.pdf https://www.nhsgoldenjubilee.co.uk/application/files/6316/2383/7157/Information_Governance_Policy.pdf
Freedom of Information	Information about the freedom of information policy and how to submit a request	http://hospital.nhsgoldenjubilee.co.uk/general-information/information-requests
Knowledge management	Information on the knowledge interaction implementation group including a list of projects being carried out and	http://www.nes.scot.nhs.uk/

	<p>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 National Waiting Times Centre is not responsible for the content of this site.</p>	
<p>Statistics</p>	<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,</p>	<p>http://www.isdscotland.org/</p> <p>https://www.nhsperforms.scot/</p>

	mental health, prescribing and medicines, public health, quality indicators, healthcare audits, sexual health, stroke and waiting times. Please note that NHS [enter board name] is not responsible for the content of this site.	
Lists and registers	Information we are currently required to hold in publicly available registers:	https://www.nhsgoldenjubilee.co.uk/information/board For further information, please contact the Information Governance Manager/DPO. Contact details are on Section 3 page 4 of this Guide to Information.
Physical Resources		
Property or rental	Property management information is published PFI contracts Initial agreements, outline business cases and full business cases are published in line with Scottish Capital Investment Manual guidance.	http://www.nhsgoldenjubilee.co.uk/publications/strategies/ Not applicable to NWTC https://www.nhsgoldenjubilee.co.uk/publications/board https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/contracting-opportunities

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	Standing Financial Instructions	https://www.nhsgoldenjubilee.co.uk/information/board/board-meeting-dates/standard-orders
Invitations to Tender	<p>Contracting opportunities</p> <p>Invitations to tender can be found on the Public Contracts Scotland Advertising Portal*</p> <p>* This is an external website NHS National Waiting Times Centre is not responsible for the content of this site.</p>	<p>https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/contracting-opportunities</p> <p>http://www.publiccontractsscotland.gov.uk/</p>
Contracts	<p>Contracting opportunities</p> <p>A list of contracts which have gone through formal tendering can be found at Public Contracts Scotland Advertising Portal*</p> <p>* This is an external website</p>	<p>https://www.nhsgoldenjubilee.co.uk/information/board/board-finances/contracting-opportunities</p> <p>http://www.publiccontractsscotland.gov.uk/</p>

	NHS National Waiting Times Centre is not responsible for the content of this site.	
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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 National Waiting Times Centre key performance indicators and performance against them.	

	<p>This includes information such as:</p> <ul style="list-style-type: none"> • Local Delivery Plans • HEAT Targets • Access to Treatment / waiting times • Infection Control reports and information • Healthcare Associated Infection (HAI) reports 	<p>http://www.nhsgoldenjubilee.co.uk/publications/plans/local-delivery-plans/</p> <p>http://www.nhsgoldenjubilee.co.uk/publications/plans/local-delivery-plans/</p> <p>https://hospital.nhsgoldenjubilee.co.uk/patient-information</p> <p>https://hospital.nhsgoldenjubilee.co.uk/patient-information/patient-information-booklets</p> <p>https://hospital.nhsgoldenjubilee.co.uk/application/files/5115/7262/4339/Healthcare_Associated_Infections_-_information_for_the_public_easy_read_version.pdf</p>
Audits & Inspections	<p>Information about audits and inspections carried out by external bodies - for example,</p>	<p>Published ad-hoc as and when required:</p> <p>http://www.nhsgoldenjubilee.co.uk/publications/</p> <p>Healthcare Improvement Scotland oversee, and publish reports of, all our inspections on their website:</p>

	Healthcare Environment Inspectorate (HEI).	http://www.healthcareimprovementscotland.org/welcome_to_healthcare_improvem.aspx
Annual Performance Report	Includes information on the Annual Accountability Review and Annual Accounts.	https://www.nhsgoldenjubilee.co.uk/publications/board/annual-review https://www.nhsgoldenjubilee.co.uk/publications/board/annual-reports-and-accounts https://www.nhsgoldenjubilee.co.uk/publications/board/annual-review
Patient feedback	Information on how to provide feedback on our services.	http://www.nhsgoldenjubilee.co.uk/contact-us/ http://hospital.nhsgoldenjubilee.co.uk/general-information/feedback-and-suggestions
Complaints	Complaints statistics	https://www.nhsgoldenjubilee.co.uk/publications/reports/annual-feedback-report
Scottish Public Service Ombudsman (SPSO)	Findings and our responses	<p>Published ad-hoc as and when required:</p> <p>http://www.nhsgoldenjubilee.co.uk/publications/</p> <p>The SPSP publishes their findings on their website:</p> <p>http://www.spsso.org.uk/</p>

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

If you do produce commercial publications add them in here.

Add description of publication

Not applicable to NWTC

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

If you do produce commercial publications add them in here.

Add description of publication

Not applicable to NWTC