

NHS Grampian

Guide to Information available via the Scottish Information Commissioner's Model Publication Scheme

Change control

Change	Date
Drafting and review	April-May 2021
Approved for publication – Professor Nick Fluck, Medical Director, Caldicott Guardian and SIRO	7 June 2021

1. Acknowledgement

This guide to information draws on the information provided by the Office of the Scottish Information Commissioner and the model Guide to Information developed by the Scottish Higher Education Information Practitioners Group, used in Scottish universities. That model was prepared under the authority of Universities Scotland Secretaries Group.

2. Introduction to the Guide to Information

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This Guide to Information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (the EI(S)Rs).

NHS Grampian has adopted the Model Publication Scheme produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. You can see this scheme on the Commissioner's website at <https://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx> or by contacting us at the address below.

We have made a commitment to publish all information which we hold which falls within the classes of information in the scheme. This Guide to Information describes the information which we publish in accordance with the scheme, and how you can access this information.

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

3. Accessing information under the scheme

Our Guide to Information provides more details of the information available under the scheme, 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 on our website. In many cases a link within Section 9 - Categories of information below will direct you to the relevant page or document. Where no such link is present, you can find this information using our website's "Search" facility at the top of the page - <https://www.nhsgrampian.org/>. If you are still having trouble finding any document listed under our scheme, then please contact our Information Governance Team on 01224 550121.

By email:

If the information you seek is not published on our website, we can send it to you by email, wherever possible. Please email gram.foi@nhs.scot

By phone:

Information provided through the scheme can also be requested from us over the telephone. Please call 01224 550121 to request information available under this scheme.

By post:

Information under the scheme may also be available in paper copy form. Please address your request to: Information Governance, NHS Grampian, Rosehill House, Aberdeen.

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.

By inspection at our premises:

Some of the information that we publish in accordance with the scheme may be available for inspection on site. Please contact us using the address above to discuss whether this can be arranged.

4. Information that we may withhold

Our aim in maintaining this Guide is to be as open as possible. All information covered by the publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

If a document contains information that NHS Grampian may legitimately wish to exempt from disclosure under an appropriate section of Scotland's freedom of information laws, (for example someone else's personal information or information where disclosure would be substantially prejudicial to the commercial interests of any person), we may remove or redact the information before publication. If we do remove information we will inform you that we have done so and provide an explanation of why the information has been withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publications available here: <http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.asp#exemptions>.

If you wish to complain about any information which has been withheld from you, please do contact us.

5. Our charging policy

Wherever possible, information contained within our Guide is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the

actual costs of reproduction and postage to the authority.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

6. Our copyright policy

Where NHS Grampian holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified.

This Guide may also refer to information where the copyright holder is not NHS Grampian. In most cases the copyright

holder will be obvious from the documents. In cases where the copyright is unclear, however, 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.

Information is normally published by NHS Grampian under the Open Government License.

7. How to access information not available under this scheme and information available under the Re-Use of Public Sector Information Regulations 2015

If the information you are seeking is not available under this Guide, then you may wish to request it from us. In the first instance, please send your enquiry to gram.foi@nhs.scot.

NHS Grampian is subject to the Re-Use of Public Sector Information Regulations. If you would like to make an application for the re-use of data, please contact gram.foi@nhs.scot in the first instance.

8. Contact us

You can contact us for assistance with any aspect of this guide to information. We will be pleased to hear your comments and suggestions, work to resolve any complaints, or advise you on how to ask for information that we do not routinely publish.

9. Guide to information

Class 1: About NHS Grampian

Description Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations

Authority name, address and contact details for headquarters and principal offices	GRAMPIAN HEALTH BOARD (commonly known as NHS GRAMPIAN), Summerfield House, Eday Road, Aberdeen. Please see https://www.nhsgrampian.org/about-us/grampian-nhs-board/ for information concerning principal officers
Organisational structure, roles and responsibilities of senior officers	Please see https://www.nhsgrampian.org/about-us/grampian-nhs-board/ for information concerning principal officers. Our structure is explained each year in the Annual Report and Accounts - https://www.nhsgrampian.org/about-us/annual-accounts/ (see for example p40 of the 2019/20 report)
Business opening hours	Normal office hours are 08:30-17:00, however this will vary by specialism. For information concerning visiting times, please see the information linked for each site here - https://www.nhsgrampian.org/hospital-hub/
Contact details for customer care and complaints functions	Please see https://www.nhsgrampian.org/about-us/contact-us/feedback-and-complaints/ for information concerning

	the Feedback and Complaints service
Customer codes or charters	Please see https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/
Publication scheme and Guide to Information	NHS Grampian has adopted the Scottish Information Commissioner's Model Publication Scheme. Please see https://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx . This Guide To Information fulfills NHS Grampian's obligations in that regard.
Charging schedule for published information	Please see above
Contact details and advice about how to request information from the authority	Please contact gram.foi@nhs.scot , call 01224 550121 or write to Information Governance, NHS Grampian, Rosehill House, Aberdeen
Charging schedule for environmental information provided in response to requests under the EIRs (if the authority charges for environmental information)	Where possible information will be provided at no cost. Should a charge be required per S.8 of the Environmental Information (Scotland) Regulations, this will be discussed case by case with the person making the request
Legal framework for the authority, including constitution, articles of association or charter	GRAMPIAN HEALTH BOARD (commonly known as NHS GRAMPIAN) is a statutory body constituted pursuant to the National Health Service (Scotland) Act 1978
Description of governance structure, Board, committees and other decision-making structures	Please see the information linked from this page - https://www.nhsgrampian.org/about-us/

<p>Names, responsibilities and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority e.g. Board members, chief officers</p>	<p>Please see https://www.nhsgrampian.org/about-us/grampian-nhs-board/ for information concerning principal officers</p>
<p>Governance policies, including standing orders, code of conduct and register of interests</p>	<p>Please see the information linked here - https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/ - and here https://www.nhsgrampian.org/about-us/grampian-nhs-board/register-of-board-members-interests/</p>
<p>Mission statement</p>	<p>Please see the information linked here - https://www.nhsgrampian.org/about-us/about-nhs-grampian/</p>
<p>Corporate plan</p>	<p>Please see the information linked here - https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/</p>
<p>Corporate strategies e.g., for economic development, etc.</p>	<p>Please see the information linked here - https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/</p>
<p>Corporate policies, e.g., health and safety, equality, sustainability</p>	<p>Please see the information linked here - https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/</p>

Strategic planning processes	Please see the information linked here - https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/
Accountability relationships, including reports to regulators	Please see the information linked here - https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/
Internal and external audit arrangements	Please see our Annual Report and Accounts - https://www.nhsgrampian.org/about-us/annual-accounts/
Subsidiary companies (wholly and part owned) and other significant financial interests	Please see our Annual Report and Accounts - https://www.nhsgrampian.org/about-us/annual-accounts/
Strategic agreements with other bodies	Please see the information linked here - https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/

Class 2: How we deliver our functions and services

Description

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

Description of functions, including statutory basis for them, where applicable	Please see https://www.nhsgrampian.org/about-us/
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<p>Statement of public task required by the <u>Re-use of Public Sector Information Regulations 2015</u> (if applicable)</p>	<p>NHS Grampian is a Territorial Health Board, created under the National Health Service (Scotland) Act 1978. In general, the information that we produce is normally available for re-use under the regulations, subject to the terms of the Open Government Licence. Like all Territorial Health Boards, we are required to provide information to Public Health Scotland, which is published as Open Data here - https://beta.isdscotland.org/.</p> <p>The regulations do not generally apply to information available under other information rights legislation such as FoI(S)A, the EI(S)Rs or data protection legislation. Where a third party owns intellectual rights in a document it may not be available for reuse.</p> <p>If you would like to make an application for the re-use of data, please contact gram.foi@nhs.scot in the first instance.</p>
<p>Strategies, policies and internal staff procedures for performing statutory functions</p>	<p>Please see https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/</p>
<p>How to apply for a licence, warrant, grant, etc. where it is a function of the authority to approve it</p>	<p>N/A</p>
<p>How to report a concern to the authority</p>	<p>Please see https://www.nhsgrampian.org/about-us/contact-us/</p>
<p>Reports of the authority's exercise of its statutory functions</p>	<p>Please see https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/</p>

Statutory registers (NB not if inspection-only)	N/A
Fees and charges for performance of the authority's function e.g., fee for making a planning application, etc.	N/A
List of services, including statutory basis for them, where applicable	Please see https://www.nhsgrampian.org/about-us/
Service policies and internal staff procedures, including allocation, quality and standards	Please see the information linked from this page https://www.nhsgrampian.org/about-us/
Service schedules and delivery plans	Please see https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/
Information for service users, including how to access the services	Please see the 'Your Services' menu at the top of this page - https://www.nhsgrampian.org/
Service fees and charges, including bursaries	Please see the 'Your Services' menu at the top of this page - https://www.nhsgrampian.org/

Class 3: How we take decisions and what we have decided

Description

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

Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	Please see https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/
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Public consultation and engagement strategies	Please see https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/
Reports of regulatory inspections, audits and investigations carried out by the authority	Please see https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/
Environmental Impact Assessment Reports undertaken in compliance with the <u>Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017</u>	Please contact gram.foi@nhs.scot in the first instance.

Class 4: What we spend and how we spend it

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).

Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements.	https://www.nhsgrampian.org/about-us/annual-accounts/
Financial statements required by statute e.g., sections 31 and 33 of the <u>Public Service Reform (Scotland) Act 2010</u>, if applicable to the authority	https://www.nhsgrampian.org/about-us/annual-accounts/

Financial policies and procedures for budget allocation	Please contact gram.foi@nhs.scot in the first instance. Information concerning procurement planning and delivery is linked at https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/corporate-documents/ .
Budget allocation to key policy / function / service areas	https://www.nhsgrampian.org/about-us/annual-accounts/ https://www.nhsgrampian.org/about-us/nhs-grampian-business-cases/
Purchasing plans and capital funding plans	Please see https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/
Financial administration manual / internal financial regulations	Please contact gram.foi@nhs.scot in the first instance.
Expenses policies and procedures	Please contact gram.foi@nhs.scot in the first instance.
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	Please contact gram.foi@nhs.scot in the first instance.
Board member remuneration other than expenses	https://www.nhsgrampian.org/about-us/annual-accounts/
Pay and grading structure (levels of pay rather than individual salaries)	https://www.sehd.scot.nhs.uk/pcs/PCS2021(AFC)01.pdf https://www.nhsgrampian.org/about-us/annual-accounts/
Investments, summary information about endowments, investments and authority pension fund	https://www.nhsgrampian.org/about-us/charities-and-donations/endowment-fund/
Funding awards available from the authority, how to apply for them and funding awards made by the authority	Please contact gram.foi@nhs.scot in the first instance.

Class 5: How we manage our human, physical and information resources

Description

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

Strategy and management of human resources	https://www.nhsgrampian.org/work-with-us/professionals/workforce-plan/
Staffing structure	https://www.nhsgrampian.org/about-us/contact-us/directors-and-managers/
Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	https://www.nhsgrampian.org/work-with-us/hr-portal/staff-management-policies-and-procedures/
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Via the Grampian Area Partnership Forum. Please contact gram.foi@nhs.scot in the first instance.
Management of the authority's land and property assets, including environmental / sustainability reports	Please contact gram.foi@nhs.scot in the first instance.
Description of the authority's land and property holdings	Please contact gram.foi@nhs.scot in the first instance.
Estate development plans	Please contact gram.foi@nhs.scot in the first instance.

Maintenance arrangements	Please contact gram.foi@nhs.scot in the first instance.
Records management policy and records management plan, including records retention schedule	https://www.nhsgrampian.org/about-us/confidentiality-health-records-and-data-protection/
Information governance / asset management policies and procedures, information asset list	https://www.nhsgrampian.org/about-us/confidentiality-health-records-and-data-protection/ https://www.nhsgrampian.org/about-us/data-protection/
Knowledge management policies and procedures	Please contact gram.foi@nhs.scot in the first instance.
List of statistical information published by the authority	NHS Grampian is required to provide information to Public Health Scotland, which is published as Open Data here - https://beta.isdscotland.org/
Freedom of information policies and procedures	https://www.nhsgrampian.org/about-us/corporate-documents-and-commitments/corporate-documents/freedom-of-information/
Data protection or privacy policy	https://www.nhsgrampian.org/about-us/data-protection/

Class 6: How we procure goods and services from external providers

Description

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

Procurement policies and procedures	https://www.nhsscotlandprocurement.scot.nhs.uk/
Invitations to tender	https://www.publiccontractsscotland.gov.uk/Search/Search_MainPage.aspx
Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	https://www.nhsgrampian.org/about-us/annual-accounts/
Additional information which is required to be published by applicable procurement legislation and statutory guidance (e.g. the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015)	https://www.publiccontractsscotland.gov.uk/Search/Search_MainPage.aspx
Links to procurement information the authority publishes on the <u>Public Contracts Scotland</u> website	https://www.publiccontractsscotland.gov.uk/Search/Search_MainPage.aspx

Class 7: How we are performing

Description

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

External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable.	https://www.nhsgrampian.org/about-us/annual-accounts/ https://www.nhsgrampian.org/about-us/annual-review/
Performance indicators and performance against them.	Please see the Annual Report and Accounts - https://www.nhsgrampian.org/about-us/annual-accounts/
Mainstreaming Equality Reports produced under the <u>Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</u>, as amended	https://www.nhsgrampian.org/about-us/equality-and-diversity/ https://www.nhsgrampian.org/about-us/equality-and-diversity/equality-mainstreaming-report/
Employee and board equality monitoring reports, produced under the <u>Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</u>, as amended	https://www.nhsgrampian.org/about-us/equality-and-diversity/ https://www.nhsgrampian.org/about-us/equality-and-diversity/workforce-monitoring-reports/

Class 8: Our commercial publications

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.

NHS Grampian does not routinely publish commercially.

Class 9: Our open data

Description

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

The authority's open data publication plan	NHS Grampian is required to provide information to Public Health Scotland, which is published as Open Data here - https://beta.isdscotland.org/
Open data sets and their metadata, or links to where they are accessible	Available via Public Health Scotland - https://beta.isdscotland.org/