

Publication Scheme

- We shall review the information available under this scheme at regular intervals and monitor how it is operating.
- The Freedom of Information Act does not change the right of patients to protection of their patient confidentiality in accordance with Article 8 of the Human Rights Convention, the Data Protection Act 1998 and at common law.
- Maintaining the legal right to patient confidentiality continues to be an important commitment on our part.

Scheme requirements

Requirement

Where the information is held

Who we are and what we do

How we fit

[About us](#)

Organisational Structure

[Trust structure](#)

Lists of and information relating to organisational partnerships

Annual Report - [Publications and reports](#)

Senior staff and management board members

[Trust structure](#)

Location and contact details for all public-facing departments

[Ward information](#)

[Clinic Information](#)

[Addenbrooke's clinical services](#)

[Rosie clinical services](#)

What we spend and how we spend it

Annual statement of accounts, Budgets and Variance Reports

Annual Report - [Publications and reports](#)

[Council of Governors meetings](#)

Monthly expenditure

[Finance](#)

Financial audit reports	Annual Report - <u>Publications and reports</u>
Standing financial instructions	<u>Policies and procedures</u>
Capital programme	Annual Report - <u>Publications and reports</u>
Staff and board members allowances and expenses	<u>Board of Directors</u>
Staff pay and grading structures	<u>NHS pay - agenda for change - pay rates</u>
Funding (including endowment funds)	Annual Report - <u>Publications and reports</u>
Procurement and tendering procedures	<u>Procurement</u>
Details of contracts currently being tendered	<u>Procurement</u>
List and value of contracts awarded and their value	<u>Procurement</u>

What are our priorities and how are we doing?

Annual Report	Annual Report - <u>Publications and reports</u>
Annual Business Plan	<u>Annual Plan</u>
Targets, aims and objectives	<u>Annual Plan</u>

Strategic direction documentation (5 year plan)	<u>Annual Plan</u> <u>The Future:2020 vision</u>
Performance against targets (KPI/performance framework)	<u>Performance</u>
Clinical governance	<u>Performance</u>
Care Quality Commission's (CQC) annual 'healthcheck'	<u>Performance</u>
Audit reports	<u>Council of Governors meetings</u>
Service user surveys	Available on request

How we make decisions

Board papers – agenda, supporting papers and minutes	<u>Council of Governors meetings</u> <u>Board of Directors meeting minutes</u>
Patient and public involvement strategy (PPI), Public consultations	We do not have one
Internal communications guidance and criteria used for decision making	<u>Policies and procedures</u>

[Policies and procedures](#)

Conduct of business and provision of service	<u>Policies and procedures</u>
Human resources	<u>Policies and procedures</u>
Recruitment and employment	<u>Policies and procedures</u>
Standing financial procedures	<u>Policies and procedures</u>
Standing orders	<u>Policies and procedures</u>
Complaints and customer service p&p	<u>Policies and procedures</u>
Data protection, info gov and caldicott guardian	<u>Policies and procedures</u>
Estate management, charging regimes and policies	<u>Policies and procedures</u>

List and registers

Information currently legally required to hold in publicly available registers	Annual Report - <u>Publications and reports</u> <u>Annual Plan</u>
List of main contractors / suppliers	<u>Procurement</u>
Assets registers and information asset register	Annual Report - <u>Publications and reports</u>

Register of interest kept in the authority Available on request

Register of gifts and hospitality provided to board members and senior personnel **Board of Directors**

Disclosure log **Publication Scheme**

The services we offer

Clinical services provided/commissioned **Addenbrooke's clinical services**

Rosie clinical services

Non-clinical services **Non clinical services**

Services for which the authority is entitled to recover a fee, stated fee **Access to health records**

Patient information leaflets, booklets, newsletters **Patient information and consent forms**

PALS **Patient Advice and Liaison Service (PALS)**

Advice and guidance **For patients**

Corporate communications and media releases **For the Press**

Your rights of access to information

Access to personal identifiable information is exempt under the Freedom of Information Act 2000.

For more information please refer to the information available on our Patient Confidentiality pages.

If you are unable to find the information that you require on our website, please put in a request for the information by submitting a written request to the Data Awareness Manager.