

Freedom of Information			
Guide To Information Available Through The Model Publication Scheme			
Version	2.0	Contact	
Issue Date	08/11/2018	Email	nhs.healthscotland-generalenquiries@nhs.net
Review Date	08/11/2020		
Status	Issued		

Change Control	Version	Change	Owner
30/05/2014	1.0	Issued	BPO
07/11/2018	2.0	Issued	DR

About NHS Health Scotland

Introduction

NHS Health Scotland is a national Health Board, working with the public, private and third sector to reduce health inequalities and improve health. Our corporate strategy, A Fairer Healthier Scotland, published in 2017, sets out a vision for a Scotland in which all of its people and communities have a fairer share of the opportunities, resources and confidence to live longer, healthier lives.

The Publication Scheme

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available.
- tell the public how to access the information and what it might cost.

NHS Health Scotland has adopted the **Model Publication Scheme 2017** produced by the Scottish Information Commissioner. You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/mps

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.

- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, whenever 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).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

The organisation has a Copyright Policy which is consistent with the fair dealing provisions of the Copyright, Designs and Patents Act 1988.

Permission to use any NHS Health Scotland copyrighted materials must be sought through the Publishing Manager in the first instance (nhs.HealthScotland-Publications@nhs.net).

Charges

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 or at our premises. While we do not charge for reasonable requests, we may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying Size of paper	Pence per sheet of paper
A1	Not Available
A2	Not Available
A3	1p
A4	1p
A5	Not Available

Colour photocopying Size of paper	Pence per sheet of paper
A1	Not Available
A2	Not Available
A3	1p

Colour photocopying Size of paper	Pence per sheet of paper
A4	1p
A5	Not Available

Information provided on CD-Rom will be charged at 15p per computer disc.

Postage costs may be recharged at the rate we pay to send the information to you. When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published 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.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

NHS Health Scotland

Meridian Court

5 Cadogan Street

Glasgow

G2 6QE

nhs.healthscotland-generalenquiries@nhs.net

0141 414 2888

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

We are confident that the website search facility will quickly identify the information you are seeking. We also intend to include the Publication Scheme Class in the metadata of the document in future and to implement a publishing process as part of our new website development. Both of these actions will improve access further.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

CLASS 1: ABOUT NHS Health Scotland

Class description:

Information about NHS Health Scotland, 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	How to access it
Who we are, what we do and how to contact us	Available on http://www.healthscotland.scot/our-organisation/about-us
Organisational structure, roles and responsibilities of senior officers	Available on http://www.healthscotland.scot/our-organisation/our-directorates
Corporate Strategy	Available on http://www.healthscotland.scot/our-organisation/a-fairer-healthier-scotland-2017-22
Register of Gifts & Hospitality Board Standing Orders	Available on request
Media releases	Available on http://www.healthscotland.scot/publications?q=media+releases
News publications, including newsletters	http://www.healthscotland.scot/news and available upon request
Annual reports	http://www.healthscotland.scot/our-organisation/annual-and-corporate-reports/annual-reviews-and-self-assessments-accounts-and-reports
Monitoring reports on external training and eLearning delivery	Available on request
MOUs with other organisations	Available on request
Contact details for raising concerns and complaints.	Available on http://www.healthscotland.scot/contact-us/comments-and-complaints

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.

The information we publish under this class	How to access it
ScotPHO reports (i.e. publications of research and data analyses that seek to inform policy and practice on health improvement and health inequalities in Scotland)	These are available on the ScotPHO website, with specific reports and publications listed at http://www.scotpho.org.uk/publications/reports-and-papers
Annual Delivery Plan	Available on http://www.healthscotland.scot/publications/delivery-plan-2018-19
Equality Outcomes	Available on http://www.healthscotland.scot/publications/nhs-health-scotland-equality-outcomes-2017-to-2021
Commissioned Research Final Research Reports	Available on http://www.healthscotland.scot/publications/contract-register
Final Research Report Template	Available on request
Commissioned Research Report Style & Content Guidelines	Available on http://www.healthscotland.scot/our-organisation/research-commissioning
Application to join NHS HS Research Contractors Database	Available on request
External Web Insert Template	Available on request
Service policies and internal staff procedures, including allocation, quality and standards	Available on request
Strategies, policies and internal staff procedures for performing statutory functions	Available on request
Evidence for Parliamentary committees	Available on request and on Parliamentary website
Consultation responses	Available on request and on consulter's websites
FOI Responses	Available on request
Resources for professionals including training materials	Available on http://www.healthscotland.scot/tools-and-resources/learning-and-development
Press releases, Policy briefings	Press releases: http://www.healthscotland.scot/publications?q=media+releases

The information we publish under this class	How to access it
	Policy briefings: Available on request.

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	How to access it
Board papers and minutes. Sub-committee minutes are included in board papers. Sub-committee papers are available on request.	Available on http://www.healthscotland.scot/our-organisation/our-board-and-executive-team/board-meetings-and-papers or on request.
Internal management teams and steering group minutes and papers.	Available on request.
EQIA/HIA reports	Available on request

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	How to access it
Internal and external audit arrangements.	Board Papers – http://www.healthscotland.scot/our-organisation/our-board-and-executive-team/board-meetings-and-papers
Financial statements, including annual accounts	http://www.healthscotland.scot/our-organisation/annual-and-corporate-reports/annual-reviews-and-self-assessments-accounts-and-reports
Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority.	http://www.healthscotland.scot/our-organisation/annual-and-corporate-reports/annual-reviews-and-self-assessments-accounts-and-reports http://www.healthscotland.scot/publications/public-services-reform-act-2010-suppliers-with-payments-over-25k-2017-2018
Financial policies and procedures for budget allocation	Board Papers – http://www.healthscotland.scot/our-organisation/our-board-and-executive-team/board-meetings-and-papers
Budget allocation to key policy / function / service areas	Board Papers – http://www.healthscotland.scot/our-organisation/our-board-and-executive-team/board-meetings-and-papers
Purchasing plans and capital funding plans	Board Papers – http://www.healthscotland.scot/our-organisation/our-board-and-executive-team/board-meetings-and-papers
Contracts and SLAs with other organisations	Available on request
Financial administration manual / internal financial regulations / SFIs	Available on request
Annual property & asset management strategies including environmental and sustainability reports	Board Papers – http://www.healthscotland.scot/our-organisation/our-board-and-executive-team/board-meetings-and-papers
Expenses policies and procedures	Available on request
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	Available on request
Board member remuneration other than expenses	Available on request
Pay and grading structure (levels of pay rather than individual salaries). Standard NHS Agenda For Change rates are applicable	http://www.nhscareers.nhs.uk/working-in-the-nhs/pay-and-benefits/agenda-for-change-pay-rates/

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 NHS Health Scotland.

The information we publish under this class	How to access it
Annual Workforce Plan	http://www.healthscotland.scot/publications/workforce-plan-2018-19
Staffing structure	Available on request
Our Directorates	http://www.healthscotland.scot/our-organisation/our-directorates
Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Available on request
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Available on request
Records Management Policy and Plan	Available on request
Information Governance, Information Management and Knowledge management Policies and procedures	Available on request
Freedom of Information Policy and procedures	Available on request
Property Asset Management Strategy	Available on request

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	How to access it
Commissioned Research Contract Award Notices	Available on http://www.healthscotland.scot/our-organisation/research-commissioning
Commissioned Research Project Advertisement (Web Insert)	Available on https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html
Invitations to tender and briefs for tenders for projects	Available on https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value.	Available on http://www.healthscotland.scot/publications/contract-register

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	How to access it
Updates on progress towards our equality outcomes reported at the end-of-year to the Board	Available through Board papers on www.healthscotland.scot Or http://www.healthscotland.scot/publications/nhs-health-scotland-equality-outcomes-2017-to-2021
Quarterly reports on resource spend	Available on www.healthscotland.scot through Board papers
Six monthly reports on impact	Available on www.healthscotland.scot through Board papers
Final reports from projects, conferences, seminars and workshops	Available on request or through www.healthscotland.scot
Statistical information about reach of our products eg website usage and paper publication uptake and distribution	Available on request.

CLASS 8: OUR 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	How to access it
Catalogue of published items	Available on request

CLASS 9: OUR OPEN DATA

Class 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 information we publish under this class	How to access it
To be developed	