

MODEL SCHEME CLASS	DESCRIPTION OF INFORMATION	NOT HELD BY THIS AUTHORITY	ROUTINELY PUBLISHED	NOT ROUTINELY PUBLISHED
Who we are and what we do	How the organization fits into the local and/or national NHS structure.		✓	
	Organizational Structure		✓	
	Lists of and information relating to organizations with which the authority works in partnership		✓	
	Senior staff and management board members		✓	
	Location and contact details for all public-facing departments		✓	
What we spend and how we spend it	Annual Statement of Accounts		✓	
	Budgets and variance reports			✓
	Financial audit reports		✓	
	Standing financial instructions			✓
	Capital Programme		✓	
	Staff and Board members' allowances and expenses		✓	
	Staff pay and grading structures		✓	
	Funding (including endowment funds)		✓	
	Procurement and tendering procedures		✓	
	Details of contracts currently being tendered		✓	
	List and value of contracts awarded and their value		✓	

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What we are our priorities and how are we doing	Annual report		✓	
	Annual business plan		✓	
	Targets, aims and objectives		✓	
	Strategic direction document (5 year plan)		✓	
	Performance against targets (KPI)/Performance framework			✓
	Clinical Governance		✓	
	Healthcare Commission		✓	
	Audit reports			✓
	Service User Surveys		✓	
How we make decisions	Board papers – agenda, supporting papers and minutes		✓	
	Patient and public involvement strategy (PPI)		✓	
	Public consultations (for example, concerning closures/variations of services)	✓		
	Internal communications guidance and criteria used for decision making i.e. process systems and key personnel		✓	
Our policies and procedures	Policies/procedures relating to the conduct of business and the provision of services		✓	
	Policies/procedures relating to human resources		✓	
	Policies/procedures relating to recruitment/employment		✓	

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Our policies and procedures	Standing financial procedures			✓
	Standing orders			✓
	Complaint and other customer service policies and procedures		✓	
	Data protection/information governance/Caldicott guardian		✓	
	Estate Management	✓		
	Charging regimes and policies	✓		
Lists and registers	Any information we are currently legally required to hold in publicly available registers			✓
	List of main contractors and suppliers			✓
	Assets registers and information Asset Register			✓
	Any register of interests kept in the authority		✓	
	Register of Gifts and Hospitality provided to Board members and senior personnel		✓	
	Disclosure log		✓	
The services we offer	Clinical services provided and/or commissioned		✓	
	Non-clinical services		✓	
	Services for which the authority is entitled to recover a fee together with those fees			✓

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The services we offer	Patient information leaflets and other booklets and newsletter		✓	
	PALS		✓	
	Advice and guidance		✓	
	Corporate communications & media releases		✓	