

Sheffield Children's NHS Trust (SC(NHS)T)

NHS FREEDOM OF INFORMATION PROJECT BOARD MODEL PUBLICATION SCHEME FOR ACUTE TRUSTS

Welcome to the Sheffield Children's NHS Acute Trust Publication Scheme. The Publication Scheme is in three parts, as follows:

PART ONE: Introduction

PART TWO: The Classes of Information that we hold

PART THREE: Inspection and Monitoring Bodies, Index to the Publication Scheme, and Useful Resources

PART ONE: Introduction

Welcome

- **What a Publication Scheme is**

This Publication Scheme is a complete guide to the information routinely published by Sheffield Children's NHS Trust. It is a description of the information about our Trust which we make publicly available. We shall review the Scheme at regular intervals and monitor how it is operating.

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information about Sheffield Children's NHS Trust easily. Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act in Part Three below), the Sheffield Children's NHS Trust has a legal duty to adopt and maintain a Publication Scheme for the publication of Sheffield Children's NHS Trust information. The purpose of the Act is to promote greater openness by public authorities (of which Sheffield Children's NHS Trust is one).

The Publication Scheme will help you to find all the information which the Trust publishes. 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 and at common law. Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed someone who is called a Caldicott Guardian, and who has responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights. In the Sheffield Children's NHS Trust, our Caldicott Guardian is:

Jeff Perring
Sheffield Children's Hospital NHS Foundation Trust
Western Bank
Sheffield

S10 2TH

Information Management

Information falling into the Classes will be retained in line with the Sheffield Children's NHS Trust's retention and disposal schedules, which comply with circular HSC1999/53 and Public Record Office Guidance.

Information not required for the business purposes of the Trust is stored at the Trust/at a place of deposit approved by the Lord Chancellor for the purpose of holding public records

- **Feedback**

Any questions, comments or complaints about this Scheme should be sent in writing to the Head of IM&T at C/O IT Department, Sheffield Children's Hospital, Western Bank, Sheffield, S10 2TH or via email to dataprotection@sch.nhs.uk. If you have a complaint about the operation of the Publication Scheme, or how the Sheffield Children's NHS Trust has dealt with your request for information from the Scheme, please write to: Complaints Manager, Legal and Governance Department, Sheffield Children's Hospital, Western Bank, Sheffield, S10 2TH

- **Rights of Access to Information**

- At the present time, in addition to accessing the information identified in this Publication Scheme, you are entitled to request information about Sheffield Children's NHS Trust under the NHS Openness Code 1995. A link to this is available in Part 3 of the Scheme and hard copies are available free of charge from the Department of Health at DoH Publications, PO Box 777, London SE1 6XH. Sometimes, some or all of the information cannot be provided and we will explain the reasons why not when this happens.
- The Freedom of Information Act recognises that as a member of the public, you have the right to know how public services such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of services that are expected and the results achieved.
- From January 1st 2005 it will also oblige the Trust to respond to requests about the information which it holds and is recorded in any form and it will create a right of access to that information. The rights to request and access this information are subject to some exemptions which the Trust has to take into consideration before deciding what information can be released.
- Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you and you can contact the Trust to do this.
- New Environmental Information Regulations may be introduced as early as 2003. These will enable similar access to environmental information, as under the Freedom of Information Act 2000.

PART 2

THE CLASSES OF INFORMATION

The information is grouped into broad categories as follows:

- 1. The NHS and how we fit
- 2. Who we are
- 3. Financial and Funding Information
- 4. Corporate Information
- 5. Aims, Targets and Achievements
- 6. Our Services
- 7. Reports and Independent Enquiries
- 8. Policies and Procedures
- 9. Public Involvement and Consultation
- 10. Regular publications and information for the public
- 11. Complaints
- 12. Human Resources
- 13. Communications with the Press and Media Releases
- 14. Environmental Information
- 15. This Publication Scheme

We will state how you can obtain the information outlined within each Class. This will be either via the website or as a hard copy or other media as stated within each Class. The publications are all free unless otherwise indicated within each Class.

The Trust's commitment to publish information excludes any information which can legitimately be withheld under the exemptions set out in the NHS Openness Code or the Freedom of Information Act. Where individual classes are subject to exemptions, the main reasons are e.g. the protection of commercial interests and personal information under the Data Protection Act 2018. This applies to most Classes within the Publication Scheme.

The Publication Scheme will be available in both hard copy and on our web site. (<http://www.sheffieldchildrens.nhs.uk>)

1. The NHS and how we fit

This Publication Scheme covers Sheffield Children's NHS Trust.

The Trust comprises the Sheffield Children's Hospital (built in 1876), the Child and Adolescent Mental Health Services and Community Paediatric Service.

Hosted organisations

Sheffield Children's NHS Trust hosts NHS Direct South Yorkshire/South Humber

North Trent Genetics service

All of these organisations are bound by our policies and procedures for HR and Corporate Governance.

2. Who we are

Sheffield Children's NHS Trust has a Board that comprises of 5 Non-Executive Directors led by the Chairperson and 4 Executive Directors and 2 ex officio members. Further information on the Board can be found at <http://www.sheffieldchildrens.nhs.uk>.

A copy of Sheffield Children's NHS Trust Board members register of interests is available in the Sheffield Children's NHS Trust Annual Report <http://www.sheffieldchildrens.nhs.uk> or from:

The Chief Executive
Sheffield Children's NHS Trust
Western Bank
Sheffield
S10 2TH

There are three Sub-Committees of SC(NHS)T Board.

The Audit Committee

The primary aim of the Audit Committee is to ensure that all appropriate policies and procedures are in operation to maintain high standards of public conduct within SC(NHS)T. Its meetings are held at least quarterly. Details of the membership of the Audit Committee can be obtained from the Annual Report: <http://www.sheffieldchildrens.nhs.uk>

Remuneration and Terms of Service Committee

This Committee makes recommendations to SC(NHS)T Board on the Remuneration and terms of service of executive directors, including the Chief Executive. This is to ensure that they are fairly rewarded for their individual contribution to the organisation with due regard to SC(NHS)T circumstances and performance and to the provisions of any relevant national arrangements. Details of membership of the Remuneration and Terms of Service Committee can be obtained from the Annual Report.

Risk Management Committee

This Committee has been established to co-ordinate risk management activity throughout SC(NHS)T and to ensure that all agreed action is taken. The role is intended to encompass strategic, advisory and monitoring elements. Further information can be obtained from:

FOI Publication Scheme Manager
Sheffield Children's NHS Foundation Trust
Western Bank
Sheffield
S10 2TH
Email: dataprotection@sch.nhs.uk

SC(NHS)T Board meets monthly with private and public sessions. The private session ensures information of a confidential nature relating to individuals, financial transactions or where disclosure would harm the proper and effective operation of the organisation is not compromised.

The principal Corporate Management policies of the organisation can be found in our Corporate Governance Framework Manual, including our Standing Orders, Standing Financial Instructions and Code of Conduct for members'. These can be requested from <http://www.sheffieldchildrens.nhs.uk> or by post to the trust.

Some details may not be available, including personal information about individuals that is protected by the Data Protection Act.

3. Financial and Funding Information

Agendas and minutes from SC(NHS)T Board Meetings are available from the trust or by requesting via the trust's internet site: <http://www.sheffieldchildrens.nhs.uk>. Papers for Board Meetings regularly contain key reports, policies and business plans.

SC(NHS)T is also required by the DoH to produce certain documents. These are also available as a paper submitted to a Board meeting or listed in the Publications section of the website. Examples of these documents include:

Annual Report – <http://www.sheffieldchildrens.nhs.uk>

Business Plan - <http://www.sheffieldchildrens.nhs.uk>

Also available as hard copies from the FOI Manager at the address above.

4. Corporate Information

Financial reports are regularly presented to the Board including

- Financial Information
- Capital Funding approvals and new schemes
- New/revised financial plans
- Analysis of funding and income

The SC(NHS)T accounts are available from the Chief Finance Officer at:

Sheffield Children's NHS Foundation Trust
Western Bank
Sheffield
S10 2TH

The Trust purchases all goods and services through the Supplies Department of the Trust. We have adopted that organisation's Standard Terms and conditions for purchases and contracts. They can be obtained from

Supplies Manager

Sheffield Children's NHS Trust
Western Bank
Sheffield S10 2TH
Email: sheffield.childrenshospital@sch.nhs.uk

From time to time SC(NHS)T or one of its host organisations procures goods through OJEC advertisements. Details of such purchases can be obtained from

Chief Finance Officer
Sheffield Children's NHS Foundation Trust
Western Bank
Sheffield S10 2TH
Email: sheffield.childrenshospital@sch.nhs.uk

Some of this material may be of a personal or confidential nature and will be excluded under the terms of the Freedom of Information Act. There may be circumstances where material cannot be released because it might be prejudicial to the conduct of public affairs.

5. Aims, Targets and Achievements

The SC(NHS)T is endeavouring to deliver changes to the NHS as described in various documents including:

Guidance from the National Institute for Clinical Excellence (NICE) – available at www.nice.org.uk
The NHS Plan - available at www.doh.gov.uk/nhsplan.htm
National Service Frameworks – available at www.doh.gov.uk/nsf/index.htm
Information for Health – available at www.nhsia.nhs.uk/def/pages/info4health.htm

Copies of these documents can also be obtained from the Department of Health

6. Our Services

The Trust has many services for children. These are detailed within our annual report: <http://www.sheffieldchildrens.nhs.uk>

Further information can be obtained by writing to the Trust.

7. Reports and Independent Enquiries

Independent inspections and finding regarding the Trust.
See part 3 for a list of bodies which monitor and inspect us.
Like all public bodies the Trust works within a framework of monitoring. Listed are some of the key monitoring activities associated with the Trust.

Care Quality Commission

<https://www.cqc.org.uk/>

Data Protection Registration

<https://ico.org.uk/for-organisations/data-protection-fee/>

8. Policies and Procedures

The Trust works with local Primary Care Trusts, Mental Health Trusts and Acute Trusts to enhance the development of patient services (with the public and health and social care professionals) and to enhance the involvement of patients.

The SC(NHS)T has an active clinical governance programme to improve the quality and consistency of care throughout the Trust. Further information about this can be obtained from the Trust.

SC(NHS)T undertakes to implement the actions identified following the reviews undertaken by the Care Quality Commission - available at <https://www.cqc.org.uk/>

Formal consultation with the public about services is implemented through the annual general meeting of the Trust. This is an open meeting in which the public are invited to attend. Further consultation is via representatives attending various meetings and projects and through the PALS team within the Trust.

9. Public Involvement and Consultation

SC(NHS)T reports to, and is performance managed by, the South Yorkshire Strategic Health Authority. Details of this work can be found at www.southyorkshire.nhs.uk.

There are a number of other measurement tools in place

Internal Audit

Our Internal Auditors are North Derbyshire and Sheffield Audit Services. Audits can be obtained from the Trust.

This organisation also produces Audit Reports for us on specific issues

External Audit

Our External Auditors are the Audit Commission. Audits can be obtained from the Trust.

How we measure ourselves

The Trust has a clinical audit committee and annual programme of audits. This document can be obtained from the Trust.

The Trust has a Risk Management Committee.

This committee deals with Controls Assurance as defined by the Controls Assurance Support Unit at Keele University. The CASU web site is <https://www.keele.ac.uk/depts/hm/units/casu.htm>

10. Regular publications and information for the Public

The following general policies and procedures are in use within SYSHA and are available on request from the FOI Manager.

- Corporate Governance Framework
- Clinical Governance framework
- Eye sight Testing
- Fire Evacuation
- Health and Safety
- Risk Management
- Hospitality
- Lease Car
- Major Incident
- Media Protocol

Policies relating to Finance, including Purchasing and Supply can be found in Class 4.

Other policies and procedures relating to Employment, terms and conditions of service can be found under Class 12.

11. Complaints

The Trust is pleased to receive comments about the services it provides and welcomes these comments from the public. Compliments and complaints should be sent to the

The Complaints Manager
Sheffield Children's NHS Trust
Western Bank
Sheffield
S10 2TH

The NHS Complaints procedure can be obtained from the Trust

12. Human Resources

Sheffield Children's NHS Foundation Trust has a range of policies and procedures to support Human Resources and Staffing, which are available from the FOI Manager on request or by selecting the relevant heading below.

- Annual Leave

- Dignity at Work
- Disciplinary Grievance
- Removal Expenses
- Maternity Leave
- Special Leave
- Equal Opportunities
- Harassment and bullying

We advertise our vacancies widely through local and national press advertisement and on the <http://www.sheffieldchildrens.nhs.uk> website.

13. Communications with the Press and Media Releases

Details of press releases and the policy for communicating with the media can be obtained from the Trust.

14. Environmental Information

SC(NHS)T owns a number of buildings:

- Ryegate Rehabilitation Centre, Ryegate, Sheffield
- Sheffield Children's Hospital, Western Bank, Sheffield
- Rented accommodation at Centenary House Community Paediatrics, Barnsley Road, Sheffield
- CAMHS (Child and Adolescent Mental Health)
- Shared accommodation at The Beighton Centre CAMHS, Crystal Peaks, Sheffield
- Shared accommodation at Oakwood CAMHS, Northern General Hospital campus, Sheffield
- Shirlehill CAMHS, Netheredge, Sheffield
- Flockton House CAMHS, Netheredge, Sheffield

15. This Publication Scheme

In this class we will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management generally in the Trust. We will also publish any proposed changes or additions to publications already available.

Cost of Information

For the most part, we will charge you only for hard copies or copying onto media (e.g. CD ROM). Some information is available free, but for others there may be a charge. The charges will vary according to how information is made available. Charges are as follows:

a) Via the Trust's Web Site – Free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual.

For those without Internet access, a single print-out as on the website would be available by post from Sheffield Children's NHS Trust or by personal application at Trust Headquarters Western Bank, Sheffield, S10 2TH. However, requests for multiple printouts, or for archived copies of documents which are no longer accessible or available on the website, may attract a charge for the retrieval, photocopy, postage etc. SYSHA will let you know the cost and charges that will have to be paid in advance. We will not provide printout of other organisation's websites. As a guide to basic costs the following charges will apply.

Photocopies at 5p per sheet

Printouts at 5p per sheet

Floppy Disc 50p per disk

CD-Rom disc £1 per disk

The Trust will advise you prior to dispatch if a request will incur any charge.

b) Leaflets and brochures-free of charge for leaflets or booklets on, for example, services we offer to the public.

c) "Glossy" or other bound paper copies, or in some cases a CD Rom, video or other mediums, are for charge as in our publication lists available from the Trust.

d) e-mail-will be free of charge unless it says otherwise.

The charges will be reviewed regularly.

Archive Deposit

The Trust has no archive deposits.

Copyright

The material available through this Publication Scheme is subject to the Acute Trust's copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items in this Scheme are being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned. For HMSO Guidance Notes on a range of copyright issues, see the HMSO web site:

www.hmso.gov.uk/guides.htm

or contact:

HMSO Licensing Division,
St Clements House,
2-16 Colegate,
Norwich,
NR31BQ,
Tel: 01603 621000,
Fax: 01603 723000,
Email: HMSO Licensing

PART THREE

Bodies involved in inspection/monitoring

Index

Useful Resources

The bodies involved in the monitoring and/or inspection of our services:

- Audit Commission (www.audit-commission.gov.uk)
- British Psychological Society (www.bps.org.uk)
- Child Protection Teams
- Commission for Health Improvement (www.chi.nhs.uk)
- Confidential Inquiry into Suicides and Homicides
- Sheffield County Council
- Coroner's Offices
- Directorate of Counter Fraud Services (www.doh.gov.uk/dcfs)
- District Audit (www.district-audit.gov.uk)
- Environmental Health offices
- General Medical Council (www.gmc-uk.org)
- Health and Safety Executive (www.hse.gov.uk)
- Health Service Ombudsman (www.chi.gov.uk/eng/about/chi-others)
- Health Professions Council (www.hpc-uk.org)
- Home Office Mental Health Unit (www.homeoffice.gov.uk)
- Medicines Devices Agency (MDA) (www.medical-devices.gov.uk)
- Medicines Control Agency (www.mca.gov.uk)
- Mental Health Act Commission (www.mhac.trent.nhs.uk)
- National Clinical Assessment Authority (www.ncaa.nhs.uk)
- National Patient Safety Agency (www.npsa.nhs.uk)
- NHS Estates (www.nhsestates.gov.uk)
- NHS Litigation Authority (www.nhsla.com)
- Nursing and Midwifery Council (www.nmc-uk.org)
- South Yorkshire Strategic Health Authority
(www.southyorkshire.nhs.uk/)

Index

About the Sheffield Children's NHS Trust
Access to information, rights of
Administrative and Clerical Services
Aims, Targets and Achievements
Anti-Fraud and Corruption Policy

Business Planning

Caldicott Guardian
Catering and Food Hygiene Policy
Chairman
Chief Executive
Classes of Information
Classes of Information, description of
Clinical Audit
Clinical Governance Strategy
Codes of Conduct
Commission for Health Improvement
Communications
Communications/Information Manager
Communications and Media Releases
Complaints and Claims
Complaints and Claims Manager
Complaints Policy and Procedure
Complaints Procedures
Confidential Inquiries
Consent to Treatment and Examination Policy
Controls Assurance
Corporate Governance
Corporate Information
Corporate Plan
Corporate Reports
Corporate Services, Head of

Data Protection Act 1998
Department of Health
Disability and Equality
Disciplinary Action Policy
Diversity and Equality

Emergency Planning
Environmental Information
Establishment Orders
Estates
Executive Directors

Feedback on Publication Scheme
Finance, Director of

Finance, resources
Financial Information
Fire Safety Policy
Freedom of Information Act 2000

General Medical Council
Governance
Grievance Policy

Health & Safety Executive
Health & Safety Policy
Health & Social Care Act 2001
Health Professions Council
Hotel Services
Human Resources
Human Resources, contacts
Human Resources, Assistant Director of

Infection Control and Policy
Information Commissioner
Information Sharing Policy
Internal Meetings

Joint Consultation and Negotiation Arrangements

Liaison with Local Authority Overview and Scrutiny Committees
Local Authorities
Local Strategic Partnerships

Management and Prevention of Violence at Work Policy
Management of Major Incidents Policy
Managing Attendance Policy
Media Policy
Media, operational procedures for dealing with
Medical Devices Agency (MDA)
Medical Director
Medicines Control Agency
Mental Health Act Commission
Modern Matrons

National Clinical Assessment Authority
National Patient Safety Agency
National Service Frameworks (NSFs), Children
National Service Frameworks (NSFs), Mental Health
National Service Frameworks (NSFs), Diabetes
NHS Estates
NHS Information Authority

NHS Litigation Authority
NHS Net (email, intranet, internet)

NHS Openness Code
NHS Pensions Agency
NHS Plan
NHS Purchasing and Supply Agency
Non-Executive Directors
Nursing and Midwifery Council

Occupational Health
Operation of this Publication Scheme
Our Services
Partnership working
Patient Advice and Liaison Services (PALS)
Patient Confidentiality
Payroll
Performance
Pharmaceutical advice
Policies and Strategies
Prescribing Policy
Procurement
Professional Advice
Protection of Grade and Earnings Policy
Public Involvement and Consultation
Publication Scheme

Recruitment and Retention
Register of Interests
Reporting and Management of Incidents Policy
Reports and Independent Inquiries
Resuscitation Policy
Risk Management

Scheme of Delegation
Security Management Policy
Services, clinical
Services, development
Services, non clinical
Sexual Health and Learning Disabilities Policy
Standing Financial Instructions
Standing Orders

Trade Union Recognition and Facilities Policy
Training and Development
Trust Board

Women's Services Policy

Useful Resources

Web sites:

www.informationcommissioner.gov.uk

This is the Information Commissioner's web site

www.lcd.gov.uk

This is the Lord Chancellor's Department web site

www.foi.nhs.uk

This is the NHS Freedom of Information web site

Publications

- NHS Openness Code- www.doh.gov.uk/nhsexec/codemain.htm
- FOI Act 2000 – www.legislation.hmso.gov.uk/acts2000/2000036.htm
- FOI Act 2000 Explanatory Notes
www.legislation.hmso.gov.uk/acts/en/2000en36.htm
- Code of Practice under Section 45 FOI Act 2000 - www.lcd.gov.uk
- Code of Practice under Section 46 FOI Act 2000 – www.lcd.gov.uk

Disclosure of Information that is exempt from the Freedom of Information Act 2000

1. Information accessible by applicant by other means
2. Information intended for future publication
3. Information supplied by, or relating to, bodies dealing with security matters
4. Information that is needed for the purpose of safeguarding national security
5. Certificates in relation to security or national security
6. Information is considered exempt if its disclosure is likely to prejudice the defence of the British Islands or of any colony
7. Information is exempt if its disclosure is likely to prejudice relations between the United Kingdom and any other state or international organisation
8. Information is exempt if its disclosure is likely to prejudice relations between any administration in the United Kingdom and any other such administrations
9. Information is exempt if its disclosure is likely to prejudice the economic interests of the United Kingdom or of any part of the United Kingdom
10. Information held at any time by a public authority in relation to criminal or civil investigations and proceedings
11. Information is exempt if its disclosure is likely to prejudice law enforcement
12. Court records are exempt from disclosure
13. Information in relation to audit functions are exempt from disclosure
14. Information is exempt if it is required for the purpose of avoiding an infringement of the privileges of either House of Parliament
15. Information is exempt from disclosure if it is in relation to formulation of government policy
16. Information is considered exempt if disclosure is likely to prejudice effective conduct of public affairs
17. Information concerning communications with Her Majesty is exempt from disclosure
18. Health & Safety information is exempt if its disclosure is likely to endanger the physical, mental-health or safety of an individual
19. Information is exempt if the public authority holding it is obliged by regulations to make information available to the public in accordance with regulations or would be so obliged but for any exemption contained in the regulations.
20. release of personal information that would contravene the Data protection Act 1998 is exempt from disclosure
21. Any information that was provided in confidence is exempt from disclosure
22. Information in respect of which a claim to legal professional privilege

or in Scotland, to confidentiality of communications could be maintained in legal proceedings is exempt information

23. Information is exempt from disclosure if it constitutes a trade secret
24. Information is exempt if its disclosure by the public authority holding it is prohibited by or under any enactment, or is incompatible with any Community obligation or would constitute or be punishable as a contempt of court

Links to key national documents - NHS Plan	www.nhs.uk
Links to key national documents - priorities and planning guidance	www.nhs.uk
Links to key national documents - national service frameworks	www.nhs.uk
Links to key national documents - improving working lives	http://www.doh.gov.uk/iwl/index.htm
Explanation of the local NHS structure - showing how the Trust relates to the Department of Health	www.nhs.uk
Explanation of the local NHS structure - the Strategic Health Authority and other Trusts	www.nhs.uk
Explanation of the local NHS structure - lines of accountability across the Strategic Health Authority patch	www.southyorkshire.nhs.uk
Description of how the NHS is a very large part of the public sector	www.nhs.uk
key partners within the NHS, the Acute Trust(s) - independent practitioners	www.nhs.uk
key partners within the NHS, the Acute Trust(s) - pharmaceutical services	www.nhs.uk
Patient services contact point -PALS	www.sheffield.nhs.uk/pals
List of independent contractors	www.nhs.uk
Description on this process for - PALS	www.sheffield.nhs.uk/pals
How you deal with complaints	www.nhs.uk
NHS complaints procedure	www.nhs.uk
Contact point	www.nhs.uk
Links to Workforce Development Confederation	www.sywdc.nhs.uk
Current vacancies within the Trust	