

The services we offer

- Clinical services/Non-clinical services
- Patient Information leaflets
- PALS
- Advice and guidance
- Corporate communications & media releases

Responding to Requests

All requests for information must be responded to within 20 working days. A fee may be charged for dealing with a request. This will be calculated in accordance with the Act. If a fee is required the 20-day timescale can be extended to up to 3 months.

If the cost of complying with the request for information exceeds the limit set by the Secretary of State, The Trust does not have to action the request. There may be a charge for information not covered by the Act or for large amounts of information that might not otherwise be disclosed due to cost.

The Trust is not obliged to comply with vexatious requests or repeated or substantially similar requests from the same person, other than at reasonable intervals.

Exemptions

There is a range of exemptions covering personal data, security, formulation of Government policy and commercial and individual confidentiality. A further absolute exemption is where information is accessible by other means or if the information has been

provided in confidence. Other exemptions include information relating to commercial interests or audit functions.

Requests for Information

Requests must be in writing (email is acceptable) and must include the name and address for correspondence and a description of the information required.

Requests for information should be made to:

The Freedom of Information Lead
Buckinghamshire Hospitals NHS Trust
Trust Headquarters
Amersham Hospital
Whielden Street
Amersham ,Bucks HP7 0JD
Tel: 01494 734849

Email:

xxxxxxxxxxxxx.xxxx@xxxxxxxxx.xxx.xx

The Information Commissioner

The Information Commissioner is an independent public official who reports directly to Parliament. The Commissioner is responsible for implementing the Act. Briefings on the Freedom of Information Act are available at:
www.ico.gov.uk

INFORMATION

Freedom of Information Act 2000



Version 3
January 2009

Freedom of Information Act 2000

The Freedom of Information Act, which was passed in November 2000, gives a general right of access to all types of recorded information held by the Trust. The intention of the Act is to encourage a spirit of openness and transparency in the NHS. Buckinghamshire Hospitals NHS Trust fully supports this aim.

The public had full access rights from January 2005. This means that much more information will be routinely and freely available. This is subject to some exemptions, which are outlined later in this leaflet.

Any individual or organisation can make a request for information. The Act also gives a right:

- To be told if information exists
- To receive information (ideally in the format requested, for example as a copy or summary or an applicant may ask to inspect a record)

The Publication Scheme

The Trust has adopted a Publication Scheme. This can be found on the Trust's Internet site and is a guide to information the Trust routinely publishes or intends to publish. It also describes the form in which the information is published and any charges levied.

The Publication Scheme is a guide to the information for the general public on information we hold and which can be made routinely available within 7 different classes:

The classes of information are listed below.

Who we are and what we do

- How we fit into the NHS structure
- Organisational structure
- List of information relating to organisations with which the Trust works in partnership
- Senior staff and management board members
- Location and contact details of 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 & tendering procedures
- Details of contracts currently being tendered
- List and value of contracts awarded and their value

What are our priorities and how we are doing

- Annual Report
- Annual Business Plan

- Targets, Aims & Objectives
- Strategic Direction document (5 year plan)
- Performance against targets
- Clinical governance
- Healthcare Commission – Annual check
- Audit reports
- Service user surveys

How we make decisions

- Trust Board papers
- Patient and public involvement strategy (PPI)
- Public consultations
- Internal communications guidance and criteria

Our policies and procedures

- Policies and procedures
- Standing financial procedures
- Standing Orders
- Complaints and other customer service policies and procedures
- Data protection
- Estate management
- Charging regimes and policies

List and registers

- Any information we are currently legally required to hold in publicly available registers
- List of main contractors/suppliers
- Assets registers and Information Asset Register
- Any register of interests
- Register of gifts and Hospitality
- Disclosure Log