

Burton Hospitals NHS Foundation Trust
Guidance to information published in accordance with the Freedom of Information Publication Scheme Definition Document

Model Scheme Class	Description of information	Not held by this authority	Routinely published	Not routinely published
Who we are and what we do				
Organisational information, structures, locations and contacts.	How we fit into the NHS structure		✓	
	Organisational structure		✓	
	Lists of and information relating to organisations 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				
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.				
	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		✓	

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	Funding (including endowment funds)		✓	
	Procurement and tendering procedures		✓	
	Details of contracts currently being tendered		✓	
	List and value of contracts awarded and their value		✓	
What 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		✓	
	Health care Commission – Annual check		✓	
	Audit reports		✓	
	Service User Surveys		✓	

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How we make decisions				
Decision making processes and records of 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 and procedures relating to the conduct of business and the provision of services		✓	
	Policies and procedures relating to human resources (including Race, Disability, Age and Gender, Equal Opportunities)		✓	
	Policies and procedures relating to recruitment and employment		✓	
	Standing financial procedures		✓	
	Standing orders		✓	
	Complaints and other customer service policies and procedures		✓	
	Data protection / information governance / Caldicott Guardian		✓	
	Estate management		✓	
	Charging regimes and policies		✓	

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List and registers				
We expect this to be information contained only in currently maintained lists 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 kept in the authority		✓	
	Register of Gifts and Hospitality provided to Board members and senior personnel			✓
	Disclosure Log	✓		
The services we offer				
Information about the services we offer, including leaflets, guidance and newsletters.				
	Clinical services provided and/or commissioned		✓	
	Non-clinical services		✓	
	Services for which the authority is entitled to recover a fee together with those fees		✓	
	Patient information leaflets and other booklets and newsletters		✓	
	PALS		✓	
	Advice and guidance		✓	
	Corporate communications & media releases		✓	