

Publication Scheme

Model Publication Scheme

Date Published: January 2015

The model publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits Bolton NHS Foundation Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Bolton NHS Foundation Trust.

The scheme commits Bolton NHS Foundation Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Bolton NHS Foundation Trust and falls within the classifications below.
- To specify the information which is held by Bolton NHS Foundation Trust and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

The Publication Scheme comprises seven classes of information (known as Definition Documents) which can be accessed by clicking on the designated links below:

1 Who we are and what we do.

Bolton NHS Foundation Trust is an integrated care organisation providing care and support in the community at over 20 health centres and clinics, including the prestigious Bolton One complex in the town centre, as well as services such as district and school nursing. We also provide intermediate care in the community and a wide range of services at the Royal Bolton Hospital. Our services are used by the people of Bolton and beyond and as at the end of March 2013 we employed 5300 staff.

- a) How we fit into the NHS structure
 - [The NHS in England](#)
 - [Trust profile](#)
 - [Trust values](#)
- b) Organisational structure [195 kb] PDF
- c) [Organisations with which the Trust works in partnership](#)
- d) [Board of Directors.](#)
- e) [Trust Board members](#)
- f) [How to contact us](#)

2 What we spend and how we spend it.

This part of the scheme contains information on where the funding for the Trust's services comes from and the procedures we follow when we spend money on equipment and supplies.

- a) [Annual accounts](#)
- b) [Annual Plan](#)
- c) [Trust expenditure over £25,000.](#)
- d) Staff pay and grading structures
 - [NHS employers website](#)
 - [Pay Circulars Agenda for change](#)
 - [Pay Circulars Medical and Dental](#)
- e) Procurement and tendering procedures
 - Standing Financial [309 kb] PDF
- f) [Contracts currently being tendered](#)
- g) [Contracts awarded](#)

3 What our priorities are and how we are doing.

Our [Trust values](#) demonstrate our deeply held beliefs about what is good, right and appropriate for both patients and staff. We have four simple values which were formulated from over 750 staff voices from the Big Conversation exercises held with our with staff during 2010/11.

- a) [Our Vision and Values](#)
- b) [Our Plans](#)
- c) [Strategic Plan for 2013-16](#)
- d) [Annual Reports](#)
- e) Performance framework
 - [Quality report](#)
 - [Quality Improvement](#)
 - [Care Quality Commission Report](#)
 - [Open and Honest Care and Safe Staffing](#)
 - [Speak out safely](#)
- f) [Trust Board meetings](#)
- g) [Healthcare Commission's Annual Health Check](#)
- h) [Service user surveys](#)

- i) [The Trust participates in the NHS Patient Survey Programme](#)

4 **How we make decisions.**

The Board of Directors comprises the Chairman, Chief Executive, Non-Executive Directors and Executive Directors. The Board of Directors as a whole is responsible for ensuring the quality and safety of healthcare services, education, training and research delivered by the Trust and applying the principles and standards of clinical governance set out by the Department of Health, the Care Quality Commission, and other relevant NHS bodies. It also makes sure that the Trust exercises its functions effectively, efficiently and economically.

- a) [Trust Board meeting papers](#)
- b) [Council of Governors](#)
- c) [Our Council of Governors](#)
- d) [Council of Governors meeting](#)
- e) [Clinical Lead Profiles](#)
- f) [Patient and Public Involvement Strategy](#)
- g) [Equality and Diversity](#)
- h) [Our Strategic Direction](#)

5 **Our policies and procedures.**

The Trust has a wide range of policies and procedures in place, to ensure compliance with both NHS policies and procedures and with national legislation.

- a) **A list of current Trust policies available here [252 kb] PDF**

All policies can be requested under the Freedom of Information Act 2000 in writing or via email. [Please see contact details here.](#)

6 **Lists and registers.**

- a) NHS Supply Chain provides patient-focused healthcare products and supply chain services to the UK's National Health Service (NHS).
 - [List of contractors and suppliers](#)
- b) [Register of Interests declared by Trust Board members:](#)
The Trust Secretary maintains a register of other significant interests held by Directors and Governors which may conflict with their responsibilities. Access to the register can be obtained by submitting a written request to the Trust Secretary.
- c) [Disclosure Log](#)
Freedom of Information request with responses by month and year.

7 **The services we offer.**

Here you will be able to find more information about our services, medical teams and where the services are based.

We are continually adding more information to all our service pages so please revisit

these pages soon to learn more about our departments.

- a) [Our clinical services.](#)
- b) [Commercial Services](#)
- c) [Patient Advice and Liaison Service.](#)
- d) [Advice and support.](#)
- e) [Communications and media releases](#)

We do not routinely publish media releases though we may speak to journalists directly. However you can find more information from [our website](#) and by following us on twitter [@boltonnhsft](#)

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Bolton NHS Foundation Trust, information will be provided on a website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, Bolton NHS Foundation Trust will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Bolton NHS Foundation Trust is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Bolton NHS Foundation Trust for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by Bolton NHS Foundation Trust that is not published under this scheme can be requested in writing:

Freedom of Information Co-coordinator

Strategy and Improvement Office

First Floor C-D Block

Royal Bolton Hospital

Minerva Road

Farnworth

Bolton

BL4 0JR



Our Freedom of Information Publication Scheme to download in PDF version.

- [Publication Scheme \[29kb\] PDF](#)