

Publication cost scheme

Class 1: Who we are and what we do

Published information	How the information can be obtained	Charges
How we fit into the NHS structure	Web site	Free of charge
Organisational structure / staffing structure	www.uhb.nhs.uk/foi/howeare.html	
Partnership organisations		
Board / senior managers		
Public facing departments	Hard copy	£2.00 for the first 10 pages, 10p per sheet thereafter

Class 2: What we spend and how we spend it

Published information	How the information can be obtained	Charges
UHB annual reports, accounts and annual plans	Web site	Free of charge
Standing financial instructions, establishment orders and codes of conduct	www.uhb.nhs.uk/foi/whatwespends.html	
Capital programme		
Funding / charitable donations		
Staff pay and grading structure	Hard copy	£2.00 for the first 10 pages, 10p per sheet thereafter
Board members allowances and expenses		
Charitable donations		
Procurement and tendering procedures		
Purchasing and supplies		
Trust contracts		

Class 3: What our priorities are and what we are doing

Published information	How the information can be obtained	Charges
Our visions, purposes and values	Web site	Free of charge
Clinical Governance	www.uhb.nhs.uk/foi/priorities.html	
Audit reports		
Key performance indicators	Hard copy	£2.00 for the first 10 pages, 10p per sheet

		thereafter
Service user surveys		
Healthcare commission		
Strategic direction - 3 year plan		
Audit reports		

Class 4: How we make decisions

Published information	How the information can be obtained	Charges
Board papers - agenda, supporting documents and minutes	Web site	Free of charge
Patient and public involvements (PPI) strategy	www.uhb.nhs.uk/foi/decisions.html	
Public consultation	Hard copy	£2.00 for the first 10 pages, 10p per sheet thereafter

Class 5: Our policies and procedures

Published information	How the information can be obtained	Charges
Conduct of business	Web site	Free of charge
Health and safety	www.uhb.nhs.uk/foi/ourpolicies.html	
Race, disability, age and gender		
Equal opportunity	Hard copy	£2.00 for the first 10 pages, 10p per sheet thereafter
Recruitment and employment		
Complaints / customer service		
Standing financial procedures		
Standing orders		
Information security / data Protection / data sharing		

Class 6: Lists and registers

Published information	How the information can be obtained	Charges
Members register	Web site	Free of charge
Asset Register	www.uhb.nhs.uk/foi/listsandregisters.html	
Gifts and Hospitality Register		
Register of Directors' interests	Hard copy	£2.00 for the first 10 pages, 10p per sheet thereafter

Class 7: The services we offer

Published information	How the information can be obtained	Charges
Clinical and non-clinical services	Web site	Free of charge
Chargeable services		
Patient information leaflets/ booklets and newsletters		
PALS	www.uhb.nhs.uk/foi/services.html	
Corporate communication and media releases	Hard copy	£2.00 for the first 10 pages, 10p per sheet thereafter