

FREEDOM OF INFORMATION PUBLICATION SCHEME

2016

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Introduction

The Freedom of Information Act allows members of the public have certain rights to access information created and held by the Trust. Under the Act public authorities, of which East Lancashire Hospitals NHS Trust is one, have two main duties:

- to respond to written requests from members of the public for information held by the authority
- to maintain a Publication Scheme.

Our Publication Scheme has been available since October 2003, and it makes available any information routinely published by the Trust.

The purpose of the Act is to encourage a more open culture in the public sector and to give the public access to the information created by public authorities in their day-to-day decision making.

The Act means that members of the public from anywhere in the world can request information, subject to certain exemptions, relating to the Trust's business, for example about our buildings or how we spend our money.

Personal information

Access to your own personal records that may be held by the Trust is not covered by this Act: this still falls under the Data Protection Act.

If you would like access to your medical records, please contact the Medical Records Department, Royal Blackburn Hospital, Haslingden Rd, Blackburn, BB2 3HH.

For access to other personal information that the Trust holds on you, please contact The Data Protection Officer, Royal Blackburn Hospital, Haslingden Rd, Blackburn, BB2 3HH.

What you need to know about the Freedom of Information Act 2000

Your rights - The Freedom of Information Act 2000 gives people the right to access information held by public authorities. Under the Act anyone, not just in the UK, can request information.

Some of the information you want may already be available via this Publication Scheme. If you would like to request information held by East Lancashire Hospitals NHS Trust that is not included in our Publication Scheme. please read the following set of guidelines:

How to make a request

Requests for information must be made in writing. Telephone requests cannot be accepted. We accept requests in the form of:

- Letter
- Email

Send your request to:
Freedom of Information Requests
East Lancashire Hospitals NHS Trust
Chief Executive's Office
Trust Headquarters
Royal Blackburn Hospital
Haslingden Road
Blackburn
BB2 3HH

Or email: foi@elht.nhs.uk

You must include your full contact details, stating in what format you would like to receive the information.

We will send you confirmation of the request, including a reference number, which you should quote in any communication with us relating to your request. We will also tell you when you should expect a reply, which, under the terms of the Act, has to be within 20 working days.

Charges

In some cases it will be necessary to charge you for the information. Please see the scale of charges detailed in our Publication Scheme. You will be issued with a fees notice, which you must pay within 3 months. If this is not paid, we will not provide you with the information you requested. If the charges for the request exceed the set upper limit of £450, we will give you some assistance as to what information could be provided to bring the cost below the limit.

Exemptions

Under the terms of the Act some of the information you request may be exempt from disclosure. If this is the case, we will inform you as to what information we will and will not disclose, including what exemption/s have been applied.

Occasionally, our response may take longer than the 20 working days prescribed in the Act because of applying exemptions.

If this is the case we will inform you, giving you a date by which we hope to have replied. If any further delays occur, we will advise you of them as necessary.

Response

Once payment (if required) has been made, we will send you the information requested, provided it is held by East Lancashire Hospitals NHS Trust and is not exempt from disclosure. We will try to supply the information in the format you requested, as far as possible.

If we know that the information is held by another public authority, we can transfer your request and contact details to the authority. If you do not want us to do this, then please let us know and we will supply you with relevant contact details of the other public authority so that you can make the request yourself.

Complaints

If you do not think that your request for information has been handled satisfactorily, you have the right to have an internal investigation carried out into the way your request has been handled. Complaints should be directed to:

The Deputy Chief Executive
East Lancashire Hospitals NHS Trust
Trust Headquarters
Royal Blackburn Hospital
Haslingden Road
Blackburn BB2 3HH

Copyright

The information sent to you is subject to East Lancashire Hospitals NHS 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 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 provided to you 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 website: <http://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

Section 1: Who We Are and What We Do

a) About Us	http://www.elht.nhs.uk/about-us.htm
b) Our Trust Board	http://www.elht.nhs.uk/trust-board.htm
c) Our Board Members	http://www.elht.nhs.uk/Meet-the-Board
d) Our Trust Board Papers	http://www.elht.nhs.uk/trust-board-papers.htm
e) Our Trust Board Meetings	http://www.elht.nhs.uk/trust-board-meetings.htm
f) Our Vision and Values	http://www.elht.nhs.uk/Vision and Valuess.htm
g) Our Latest Annual Report	http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospitals%20Annual%20Report%202014%20-%202015.pdf
h) Our Latest Annual Review	http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/Annual%20Review%202014%20-%202015.pdf
i) Our Latest Quality Account	http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospitals%20Quality%20Account%202014%20-%202015.pdf
j) Our Latest Annual Accounts	http://www.elht.nhs.uk/RXR_Y54_East%20Lancashire%20Hospitals%20Accounts%2014-15.pdf
k) Our Latest Operational Plan	http://www.elht.nhs.uk/Downloads-docs/Trust%20Board/Agenda%20and%20Papers%202016/Trust%20Board%20Part%201%20-%20March%202016.pdf
l) Our Clinical Strategy	http://user-icmmsg.cld.bz/Clinical-Strategy-21
m) Our Hospitals and Locations	http://www.elht.nhs.uk/hospitals-and-trust-locations/
n) Our Internal Structures	http://www.elht.nhs.uk/organisational-structures.htm
o) Our Wards, Services and Departments	http://www.elht.nhs.uk/departments-wards-and-services/
p) Our Senior Management	http://www.elht.nhs.uk/Downloads-

Teams	docs/Organisational%20Structures/ELHT%20Senior%20Management%20Structure.pdf http://www.elht.nhs.uk/Downloads-docs/Organisational%20Structures/senior%20nursing%20structure.pdf
q) Key Organisations With Which We Work in Partnership	<ul style="list-style-type: none"> • NHS East Lancashire Clinical Commissioning Group http://www.eastlancscg.nhs.uk/ • NHS Blackburn with Darwen Clinical Commissioning Group http://www.blackburnwithdarwenccg.nhs.uk/ • Blackburn with Darwen Council http://www.blackburn.gov.uk/Pages/Home.aspx • Lancashire County Council http://www.lancashire.gov.uk/ • NHS Property Services Ltd http://www.property.nhs.uk/ • Blackburn College http://www.blackburn.ac.uk/ • Nelson and Colne College http://www.nelson.ac.uk/ • University of Central Lancashire http://www.uclan.ac.uk/ • Health Education North West https://www.nwpgmd.nhs.uk/ • Mersey Internal Audit Agency http://www.nwias.nhs.uk/ • Grant Thornton Audit and Assurance Service http://www.grantthornton.co.uk/services/audit-and-assurance/ • NHS Improvement https://improvement.nhs.uk/ • NHS England https://www.england.nhs.uk/ • Care Quality Commission http://www.cqc.org.uk/ • Consort/Balfour Beatty (PFI Partner) http://www.balfourbeatty.com/about-us/ • Cofely GDF Suez/ Engie (Facilities and integrated services PFI) http://www.cofely-gdfsuez.co.uk/ • Healthwatch Lancashire http://healthwatchlancashire.co.uk/ • Healthwatch Blackburn with Darwen http://www.healthwatchblackburnwithdarwen.co.uk/ • Greater Manchester Academic Health Science Network https://www.gmahsn.org/ • Greater Manchester Local Clinical Research Network https://www.crn.nihr.ac.uk/greater-manchester/ • Vinci Car Parks http://www.parkindigo.co.uk/
r) Information and Leaflets for Patients	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/patients/ • http://www.elht.nhs.uk/Copy%20of%20Patient%20Leaflet%20Register.xlsx
s) Our Awards	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/media-centre/awards.htm

Section 2: What We Spend and How We Spend It

a) Financial statements, budgets and variance reports	<ul style="list-style-type: none"> http://www.elht.nhs.uk/trust-board-papers.htm http://www.elht.nhs.uk/RXR_Y54_East%20Lancashire%20Hospitals%20Accounts%2014-15.pdf http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospitals%20Annual%20Report%202014%20-%202015.pdf
b) Monthly Expenditure Over £25,000	<ul style="list-style-type: none"> http://www.elht.nhs.uk/Expenditure_over_25000.htm
c) Financial Audit Reports	<ul style="list-style-type: none"> http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospitals%20Annual%20Report%202014%20-%202015.pdf
d) Our Capital Programme	
e) Our Annual Budget	
f) Board Member Allowances and Expenses	
g) Senior Staff Allowances and Expenses	
h) Our Annual Accounts	<ul style="list-style-type: none"> http://www.elht.nhs.uk/RXR_Y54_East%20Lancashire%20Hospitals%20Accounts%2014-15.pdf
i) Policy on Allowances and Expenses	<ul style="list-style-type: none"> http://www.elht.nhs.uk/External_Courses_Conferences_And_Study_Leave.pdf
j) Staff Pay and Grading Structures	<ul style="list-style-type: none"> http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospitals%20Annual%20Report%202014%20-%202015.pdf http://www.nhsemployers.org/case-studies-and-resources/2016/04/agenda-for-change-2016-pay-scales
k) Our Funding	<ul style="list-style-type: none"> http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospitals%20Annual%20Report%202014%20-%202015.pdf
l) Our Charitable Funds	<ul style="list-style-type: none"> http://www.elht.nhs.uk/CF_Annual_Accounts.pdf http://www.elht.nhs.uk/CF_Annual_Report.pdf
m) Our Procurement and Tendering Processes	<ul style="list-style-type: none"> http://www.elpd.elht.nhs.uk/ http://www.elpd.elht.nhs.uk/more_info.asp?current_id=87 http://www.elpd.elht.nhs.uk/images/Workplan%202016%202017%20for%20Website.xls http://www.elht.nhs.uk/4665_C110v1_PolicyforOnSiteManagementofSupplierRepresentatives_2011.pdf http://www.elht.nhs.uk/F15%20v12%20Standing%20Orders%20and%20Financial%20Instructions%202015.pdf http://www.elht.nhs.uk/Restricted%20Procedure%20Flowchart%20-DRAFT%2031%20March%202016.pdf
n) Details of Contracts currently being tendered	<ul style="list-style-type: none"> http://my.supplychain.nhs.uk/Catalogue/contract
o) Our Latest Procurement Workplan	<ul style="list-style-type: none"> http://www.elht.nhs.uk/Publication%20Scheme%202016.pdf
p) OJEC adverts for tender	<ul style="list-style-type: none"> http://www.tendersdirect.co.uk/Search/Advanced/Search_Results.aspx?Status=A&Type=&Location=-200&Keywords=&Threshold=&Auth=East%20Lancashire%20Hospitals#
q) Contracts awarded >£30,000	<ul style="list-style-type: none">

Section 3: What Our Priorities Are and How We Are Doing

a) Our Latest Annual Report	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospital%20Annual%20Report%202014%20-%202015.pdf
b) Our Latest Quality Account	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospital%20Quality%20Account%202014%20-%202015.pdf
c) Our Latest Annual Accounts	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/RXR_Y54_East%20Lancashire%20Hospitals%20Accounts%2014-15.pdf
d) Our Latest Business Plan	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/Downloads-docs/Trust%20Board/Agenda%20and%20Papers%20016/Trust%20Board%20Part%201%20-%20March%2016.pdf
e) Our Latest Clinical Strategy	<ul style="list-style-type: none"> • http://user-icmmsg.cld.bz/Clinical-Strategy-21
f) Our Latest Progress Reports to Trust Board	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/trust-board-papers.htm
g) What Our Regulators Say About Us	<ul style="list-style-type: none"> • http://www.cqc.org.uk/search/site/East%20Lancashire%20Hospitals%20NHS%20Trust?location=&latitude=&longitude=&sort=default&la=&distance=15&mode=html
h) Audit Reports delivered at the Trust Board	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/Downloads-docs/Corporate/2015/East%20Lancashire%20Hospital%20Annual%20Report%202014%20-%202015.pdf
i) Our Service Users Opinions	<ul style="list-style-type: none"> • http://www.nhs.uk/Services/Trusts/Overview/DefaultView.aspx?id=939 • https://www.england.nhs.uk/ourwork/pe/fft/friends-and-family-test-data/

Section 4: How We Make Decisions

a) Board Papers	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/trust-board-papers.htm
b) Patient and Public Engagement Strategy	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/Downloads-docs/Corporate/2013/Patient%20and%20Public%20involvement%20Strategy.pdf.pdf
c) Public Consultations	<ul style="list-style-type: none"> • There are no ongoing public consultations in relation to the Trust at this point
d) Committee Handbook	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/Corporate%20Governance%20Handbook.pdf
e) Internal Guidance	<ul style="list-style-type: none"> • http://www.elht.nhs.uk/Business%20Case%20Finance%20Template.pdf • http://www.elht.nhs.uk/ELHT%20Business%20Case%20Template.pdf • http://www.elht.nhs.uk/ELHT%20Outline%20Business%20Case%20Template.pdf

Section 5: Our Policies and Procedures

These policies and procedures can be accessed by contacting foi@elht.nhs.uk

The Policy Master Index can be accessed [here](#).

Section 6: Lists and Registers

a) Declarations of Interest

Name and Title	Interest Declared	Date last updated
Professor Eileen Fairhurst Chairman	<ul style="list-style-type: none"> Professor in Public Health – University of Salford Trustee – Ben Johnson Foundation 	15.4.2016
Kevin McGee Chief Executive	<ul style="list-style-type: none"> Positive Nil Declaration 	15.4.2016
Stephen Barnes Non-Executive Director	<ul style="list-style-type: none"> Chair of Nelson and Colne College 	18.4.2016
Peter Rowe Non-Executive Director	<ul style="list-style-type: none"> Director – Rowe Creative Ltd 	18.4.2016
Elizabeth Sedgley Non-Executive Director	<ul style="list-style-type: none"> Accountant for various local firms 	20.4.2016
Richard Slater Non-Executive Director	<ul style="list-style-type: none"> Positive Nil Declaration 	20.4.2016
David Wharfe Non-Executive Director	<ul style="list-style-type: none"> Positive Nil Declaration 	20.4.2016
Christine Pearson Director of Nursing	<ul style="list-style-type: none"> Positive Nil Declaration 	18.4.2016
Damian Riley Medical Director	<ul style="list-style-type: none"> National Clinical Assessment Service Clinical Assessor and Trainer - small amounts of work are undertaken in this role and funded by NCAS Member of British Medical Association Registered with General Medical Council Spouse employee - GP in Dyneley House Surgery, Skipton Sister is an employee of pharmaceutical company Novartis 	15.4.2016
Gillian Simpson Director of Operations	<ul style="list-style-type: none"> Spouses business (Simpsons Furniture, Colne) – provides cots for NICU at BGN 	15.4.2016
Jonathan Wood Director of Finance	<ul style="list-style-type: none"> Positive Nil Declaration 	18.4.2016
Martin Hodgson Director of Service Development	<ul style="list-style-type: none"> Positive Nil Declaration 	15.4.2016
Kevin Moynes Director of Human Resources and Organisational Development	<ul style="list-style-type: none"> Governor of Nelson and Colne College 	15.4.2016
	<ul style="list-style-type: none"> 	

b) Declarations of Gifts and Hospitality

To view the full register [Click Here.](#)

c) Main Contractors/Suppliers

Ranking	Supplier Name
1	Consort Healthcare (Blackburn) Ltd
2	Nhs Supply Chain
3	Pennine Acute Hospitals Nhs Trust
4	Healthcare At Home Ltd
5	Catalyst Healthcare (Burnley) Ltd
6	Rowlands Pharmacy
7	Aah Pharmaceuticals Ltd Hills
8	Community Health Partnerships
9	Roche Products Ltd
10	Novartis Pharmaceuticals Uk Ltd

d) Land & Building Asset Register

e) Capital Assets Register

f) Information Assets Register

g) CCTV Locations

Royal Blackburn Hospital

- internally at entrances/exits, lifts, public hospital corridors, canteen area
- externally at car parks, hospital grounds and hospital buildings

Burnley General Hospital

- internally at entrances/exits, public hospital corridors, canteen area, Lancashire Women and New born Centre
- externally at car parks, hospital grounds and hospital buildings

Accrington Victoria Hospital

- internally at entrances/exits, public hospital corridors,
- externally at car parks, hospital grounds and hospital buildings

Clitheroe Community Hospital

- internally at entrances/exits, public hospital corridors,
- externally at car parks, hospital grounds and hospital buildings

h) FOI Disclosures Log

The Freedom of Information Disclosures Log can be accessed [here.](#)

Section 7: The Services We Offer

a) Our Clinical Services	http://www.elht.nhs.uk/departments-wards-and-services/
b) Our Non Clinical Services	http://www.elht.nhs.uk/departments-wards-and-services/
c) Services for which We Recover Fees	
d) Fees Recovered For Service	
e) Patient Information Leaflets	http://www.elht.nhs.uk/Patient%20Leaflet%20Register.pdf
f) Newsletters	http://www.elht.nhs.uk/corporate-publications.htm
g) Patient Advice and Liaison Service (PALS)	http://www.elht.nhs.uk/departments-wards-and-services/patient-advice-and-liason-service.htm
h) Corporate Communications and Media Releases	http://www.elht.nhs.uk/media-centre/Media.htm