

## **Welcome to the Airedale NHS Foundation Trust Freedom of Information Publication Scheme.**

### **About Freedom of Information**

This is a far-reaching law which gives members of the public the right to information about government, public services and how they are run.

The Freedom of Information Act was passed on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Subject to the exemptions, any person, who makes a request to a public authority for that information, must be informed whether the public authority holds that information and if so, that information must be supplied subject to certain conditions.

Every public authority is required to adopt and maintain a publication scheme setting out how it intends to publish the different classes of information it holds, and whether there is a charge for the information.

### **The Publication Scheme is in three parts, as follows:**

|             |   |
|-------------|---|
| PART ONE:   | Introduction  |
| PART TWO:   | The Classes of Information that we hold   |
| PART THREE: | Inspection and Monitoring Bodies, Index to the<br>Publication Scheme and Useful Resources |

## **PART ONE: Introduction**

### **Welcome**

- **What a Publication Scheme is**

This Publication Scheme is a complete guide to the information routinely published by Airedale NHS Foundation Trust. It is a description of the information about our Trust that we make publicly available. We shall review the Scheme at regular intervals and monitor how it is operating.

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information about Airedale NHS Foundation Trust easily. Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act in Part Three below), the Trust has a legal duty to adopt and maintain a Publication Scheme for the publication of Trust information. The purpose of the Act is to promote greater openness by public authorities (of which Airedale NHS Foundation Trust is one).

The Publication Scheme will help you to find all the information that the Trust publishes. The Freedom of Information Act does not change the right of patients to protection of their patient confidentiality in accordance with Article 8 of the Human Rights Convention, the Data Protection Act and at common law. Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed someone who is called a Caldicott Guardian, who has responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights. In Airedale NHS Foundation Trust, our Caldicott Guardian is:

Dr Justin Tuggey  
Consultant Respiratory Physician  
Airedale NHS Foundation Trust  
Skipton Road  
Steeton  
Keighley  
BD20 6TD

### **Information Management**

Information falling into the Classes listed in part 2 will be retained in line with Airedale NHS Foundation Trust's retention and disposal schedules, which comply with circular HSC1999/53 and Public Record Office Guidance.

- **Feedback**

Any questions, comments or complaints about this Scheme should be sent in writing to:

Bridget Fletcher  
Chief Executive  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton  
Keighley  
West Yorkshire BD20 6TD  
Tel: 01535 294801

If you have a complaint about the operation of the Publication Scheme, or how the Airedale NHS Foundation Trust has dealt with your request for information from the Scheme, please write to the Chief Executive as above.

- **Rights of Access to Information**

At the present time, in addition to accessing the information identified in this Publication Scheme, you are entitled to request information about Airedale NHS Foundation Trust under the NHS Openness Code 1995. A link to this is available in Part 3 of the Scheme and hard copies are available free of charge from the Department of Health. Sometimes, some or all of the information cannot be provided and we will explain the reasons why not when this happens.

The Freedom of Information Act recognises that as a member of the public, you have the right to know how public services such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of services that are expected and the results achieved.

From January 1<sup>st</sup> 2005 it will also oblige the Trust to respond to requests about the information that it holds and is recorded in any form and it will create a right of access to that information. The rights to request and access this information are subject to some exemptions that the Trust has to take into consideration before deciding what information can be released.

Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you and you can contact the Medical Records Manager at Airedale NHS Foundation Trust to do this.

Environmental Information Regulations were introduced in 2005. These enable similar access to environmental information, as under the Freedom of Information Act 2000.

## **PART 2: The classes of information**

The information is grouped into broad categories as follows:

- 1. The NHS and how we fit
- 2. Who we are
- 3. Financial and Funding Information
- 4. Corporate Information
- 5. Aims, Targets and Achievements
- 6. Our Services
- 7. Reports and Independent Enquiries
- 8. Policies and Procedures
- 9. Public Involvement and Consultation
- 10. Regular publications and information for the public
- 11. Complaints
- 12. Human Resources
- 13. Communications with the Press and Media Releases
- 14. Environmental Information
- 15. This Publication Scheme

We will state how you can obtain the information outlined within each Class. This will be either via the website or as a hard copy or other media as stated within the index for each Class. The publications are all free unless otherwise indicated within each Class. [Where information is provided at a cost the charges will be calculated as set out in Class 15].

The Trust's commitment to publish information excludes any information that can legitimately be withheld under the exemptions set out in the NHS Openness Code or the Freedom of Information Act. Where individual classes are subject to exemptions, the main reasons are e.g. the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to most Classes within the Publication Scheme.

The Publication Scheme will be available in both hard copy and on our web site.

### **1. The NHS and how we fit**

This includes planning documents outlining how we fit into the NHS structure, including lines of accountability and aims and objectives of the organisation and the wider NHS.

NHS Plan

[www.doh.gov.uk](http://www.doh.gov.uk)

Priorities and Planning guidance

[www.doh.gov.uk](http://www.doh.gov.uk)

National Service Frameworks

[www.doh.gov.uk](http://www.doh.gov.uk)

Improving Working Lives documentation

Structure of the NHS

[www.doh.gov.uk](http://www.doh.gov.uk)

Structure of the NHS Yorkshire and Humber

[www.yorksandhumber.nhs.uk](http://www.yorksandhumber.nhs.uk)

List of all NHS Trusts

[www.nhs.uk](http://www.nhs.uk)

Full List of services provided, and populations served [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk)

## 2. Who we are

Details of the Trust, organisational structures and key personnel, corporate governance documentation

Details of Board

Board Sub committees

Senior Managers

Communications contacts

Register of Interests

Establishment order

Standing Orders

Standing Financial Instructions

Scheme of delegation

Codes of Conduct

**Note: Some information will be withheld, including personal and confidential information about individuals that is protected by the Data protection Act.**

Details of Main Partnerships

Relationships with other stakeholders

**Note: Information about third parties will be agreed with them prior to publication.**

Service level agreements

Available from [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk)

Other information on request to:

Tim Rycroft

Head of IT and Information Governance

Airedale NHS Foundation Trust

Airedale General Hospital

Skipton Road

Steeton,

Keighley

West Yorkshire

BD20 6TD

Tel: 01535 295412

Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

## 3. Financial and Funding Information

Funding details, charging policies and financial accounts.

Details of all Revenue income, including sources  
Details of endowment funds  
Details of income from Private Patient work  
Current set of Financial Accounts

**Note: Certain audit material, personal information, commercial or confidential information and criminal and regulatory investigative material or law enforcement material, under certain circumstances will be exempt.**

Procurement Policies  
Standard contract terms and conditions  
OJEC adverts  
Background information on Tenders sought and awarded

Available from [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk)

Other information on request to:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 295412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

#### **4. Corporate Information**

Available from [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk)

Reports, policies, meetings of minutes and business plans

Annual report  
Aims and objectives  
Business Plan  
Strategic Plan  
Agenda of Public Board Meetings  
Agenda of Public Board Sub-committee meetings  
Minutes of Public Board and Sub Committee meetings

**Note: Some of this information is of a personal and confidential nature and will be excluded as will any other confidential material. Material relating to the health and safety of specific individuals, as to law enforcement or criminal or regulatory enforcement or audit issues under certain**

**circumstances may be excluded from publication. There may be circumstances where material cannot be released because the appropriate officer of the Trust has taken the view that it may be prejudicial to the conduct of public affairs.**

## **5. Aims, Targets and Achievements**

Financial targets, aims and objectives and key performance indicators.

Financial performance  
Implications of financial performance on patient services  
Controls Assurance performance statements  
Clinical effectiveness action plans and progress  
Clinical Governance performance reports  
Caldicott Guardian action plans and progress  
Benchmarking data  
Procedures for Adverse Incident reporting  
Policies on support for clinicians requiring assistance  
Risk Management functions  
Key performance Indicators

Other information on request to:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 295412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

## **6. Our Services**

The range of services that we provide for the NHS, and how we deliver these.

Recent discussions about service changes approved by the Board  
List of services provided, and how they match the requirements of our population  
Service Strategy – including information on how the public can contribute  
Waste disposal policies  
Information on cleaning, maintenance and catering.

For further details please contact:

Tim Rycroft

Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 295412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

## 7. Reports and Independent Enquiries

Independent inspections and findings regarding the Trust

Healthcare Commission Reports  
Audit reports  
PEAT reports  
NEAT reports

**Note: Some of the Inspection Nature is of a personal and confidential nature and will be excluded, as will any other confidential material. Material relating to the health and safety of individuals, as to law enforcement or criminal or regulatory investigatory material or audit issues may also be excluded from publication.**

For further details please contact:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 295412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

## 8. Policies and Procedures

General policies and procedures in use within the Trust. These include but are not restricted to human resources, prescribing and prescription, health and safety.

Consent  
Advance Directives



Do Not Attempt to Resuscitate  
Access to Medical Records  
Confidentiality  
Data Protection  
Patient's property  
Information Management and Technology  
Visitors  
Zero tolerance  
Child Protection  
Equality  
Discrimination  
Procurement

For further details please contact:

Denise Raven  
Communications Manager  
FOI Office  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 294541

## **9. Public Involvement and Consultation**

Details of consultation procedures, decision-making processes, timescales and responses. Consultations in progress and how you can become involved.

Description of how we engage with the public in debate about services

Description of process of feedback to public

Process for priority setting and how public can become involved

Formal Consultation Documents

PALS

Involving Users and Carers

Advocacy

Interpreters

Focus Groups

Local 'Good News'/topical interest stories

Compliments and Awards (including to individuals, with their permission)

For further details please contact:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust

Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 295412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

**Note: In certain circumstances personal and/or confidential material will be exempt.**

## **10. Regular publications and information for the Public**

Available from [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk)

Guidance and information leaflets  
Annual Report

For further details please contact:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 295412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

## **11. Complaints**

Policies, procedures and contacts for complaints

How we deal with complaints  
Outcomes of complaints  
What we have done to improve things  
NHS complaints procedure  
Audit of anonymised complaints received and how they have been dealt with

For further details please contact:

For further details please contact:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 295412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

## **12. Human Resources**

HR strategy  
Employment policies and procedures  
Training policies  
Recruitment and Retention policies  
Work Life balance policies  
Flexible working policies  
Health and safety policies  
How we communicate with our staff  
Contracts  
Diversity Policy  
Disciplinary procedures  
Grievance Policies  
Sickness and absence management policy  
Equal opportunities policy  
Harassment, bullying and discrimination policies  
Pay and Pensions policies  
Staff handbook  
Description of workforce  
Links to Workforce development confederation  
Continuing Professional development in Trust  
Current Vacancies in Trust

For further details please contact:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 295412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

### **13. Communications with the Press and Media Releases**

Our releases to the Press and to the Media

Available from [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk)

For further details please contact:

Denise Raven  
Communications Manager  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 294541

### **14. Environmental Information**

Our estate and land holdings, and the uses they currently enjoy.  
Information required to be placed in the public domain as a result of the  
Environmental Information Regulations  
Environmental Enforcement action

For further details please contact:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 2945412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

### **15. This Publication Scheme**

In this class we will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management generally in the Trust. We

will also publish any proposed changes or additions to publications already available.

List of changes as they are made  
How information is managed in the Trust  
Proposed changes or additions to available publications

## **16. Cost of Information**

For the most part, we will charge you only for hard copies or copying onto media (e.g. CD ROM). Some information is available free, but for others there may be a charge. The charges will vary according to how information is made available. Charges are as follows:

a) Via the Trust's Web Site –Free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual

For those without Internet access, a single print-out as on the website would be available by post from:

For further details please contact:

Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 2945412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

Or by personal application at the same address.

However, requests for multiple printouts, or for archived copies of documents that are no longer accessible or available on the web, may attract a charge for the retrieval, photocopy, postage etc. We will let you know the cost and charges that will have to be paid in advance. We will not provide printouts of other organisation's websites.

b) Leaflets and brochures. Leaflets or booklets on, for example, services we offer to the public will normally be free of charge. A list is available from the Communications Manager, as above.

c) "Glossy" or other bound paper copies, or in some cases a CD Rom, video or other mediums, will be charged as in our publication lists available from the Communications Manager, as above.

d) e-mail-will be free of charge unless it says otherwise

The charges will be reviewed regularly.

## **17. Copyright**

The material available through this Publication Scheme is subject to the Airedale NHS Foundation 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 in this Scheme 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 accessed through the Publication Scheme 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 web site:

[www.hmso.gov.uk/guides.htm](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,  
Email: HMSO Licensing

## PART THREE

Bodies involved in inspection/monitoring

Index

Useful Resources

### **Bodies involved in inspection/monitoring**

The bodies involved in the monitoring and/or inspection of our services:

- Audit Commission ([www.audit-commission.gov.uk](http://www.audit-commission.gov.uk))
- British Psychological Society ( [www.bps.org.uk](http://www.bps.org.uk))
- Child Protection Teams  
[www.northyorks.gov.uk/socialservices/childfamilies.shtm](http://www.northyorks.gov.uk/socialservices/childfamilies.shtm)  
[www.bradford.gov.uk/council/social\\_services/home\\_ss.asp](http://www.bradford.gov.uk/council/social_services/home_ss.asp)  
[www.lancashire.gov.uk/social\\_services/children\\_and\\_families/index.asp](http://www.lancashire.gov.uk/social_services/children_and_families/index.asp)
- Commission for Health Improvement ([www.chi.nhs.uk](http://www.chi.nhs.uk))
- Confidential Inquiry into Suicides and Homicides ([www.ncepod.org.uk/](http://www.ncepod.org.uk/))
- North Yorkshire County Council ([www.northyorks.gov.uk/](http://www.northyorks.gov.uk/))
- Bradford Metropolitan District Council ([www.bradford.gov.uk](http://www.bradford.gov.uk))
- Coroner's Offices  
([www.homeoffice.gov.uk/justice/legalprocess/coroners/index.html](http://www.homeoffice.gov.uk/justice/legalprocess/coroners/index.html))
- Directorate of Counter Fraud Services ([www.doh.gov.uk/dcfs](http://www.doh.gov.uk/dcfs))
- District Audit ([www.district-audit.gov.uk](http://www.district-audit.gov.uk))
- Environmental Health offices  
[www.northyorks.gov.uk/environment/default.shtm](http://www.northyorks.gov.uk/environment/default.shtm)  
[www.bradford.gov.uk/council/enviro\\_protect\\_and\\_waste\\_manage/home.asp](http://www.bradford.gov.uk/council/enviro_protect_and_waste_manage/home.asp)  
[www.lancashire.gov.uk/environment/index.asp](http://www.lancashire.gov.uk/environment/index.asp)
- General Medical Council ([www.gmc-uk.org](http://www.gmc-uk.org))
- Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk))
- Health Service Ombudsman ([www.chi.gov.uk/eng/about/chi-others](http://www.chi.gov.uk/eng/about/chi-others))
- Health Professions Council ([www.hpc-uk.org](http://www.hpc-uk.org))
- Home Office Mental Health Unit ([www.homeoffice.gov.uk](http://www.homeoffice.gov.uk))
- Medicines Devices Agency (MDA) ([www.medical-devices.gov.uk](http://www.medical-devices.gov.uk))
- Medicines Control Agency ([www.mca.gov.uk](http://www.mca.gov.uk))
- Mental Health Act Commission ([www.mhac.trent.nhs.uk](http://www.mhac.trent.nhs.uk))
- National Clinical Assessment Authority ([www.ncaa.nhs.uk](http://www.ncaa.nhs.uk))
- National Patient Safety Agency ([www.npsa.nhs.uk](http://www.npsa.nhs.uk))
- NHS Estates ([www.nhsestates.gov.uk](http://www.nhsestates.gov.uk))
- NHS Litigation Authority ([www.nhsla.com](http://www.nhsla.com))
- Nursing and Midwifery Council ([www.nmc-uk.org](http://www.nmc-uk.org))

## Index of Information available

### Class 1. **The NHS and how we fit.**

|   |  |
|---|--|
| About Airedale NHS Foundation Trust       | <a href="http://www.airedale-trust.nhs.uk">www.airedale-trust.nhs.uk</a> |
| The NHS Plan                              | <a href="http://www.doh.gov.uk">www.doh.gov.uk</a>                       |
| Priorities and Planning Guidance          | <a href="http://www.doh.gov.uk">www.doh.gov.uk</a>                       |
| National Service Frameworks               | <a href="http://www.doh.gov.uk">www.doh.gov.uk</a>                       |
| Structure of the NHS                      | <a href="http://www.doh.gov.uk">www.doh.gov.uk</a>                       |
| Structure of the NHS Yorkshire and Humber | <a href="http://www.yorksandhumber.nhs.uk">www.yorksandhumber.nhs.uk</a> |
| List of all NHS Trusts                    | <a href="http://www.nhs.uk">www.nhs.uk</a>                               |
| Full list of services provided            | <a href="http://www.airedale-trust.nhs.uk">www.airedale-trust.nhs.uk</a> |

### Class 2. **Who we are**

|                                 |  |
|---------------------------------|--|
| Details of the Board            | <a href="http://www.airedale-trust.nhs.uk">www.airedale-trust.nhs.uk</a> |
| Other information on request to | Communications Manager   |

### Class 3. **Finance and Funding**

|                                 |  |
|---------------------------------|--|
| Annual Reports                  | <a href="http://www.airedale-trust.nhs.uk">www.airedale-trust.nhs.uk</a> |
| Other information on request to | Communications Manager   |

### Class 4. **Corporate Information**

|                    |  |
|--------------------|--|
| All available from | <a href="http://www.airedale-trust.nhs.uk">www.airedale-trust.nhs.uk</a> |
|--------------------|--|

### Class 5. **Aims, Targets and Achievements**

|                           |             |
|---------------------------|-------------|
| Information on request to | FOI Manager |
|---------------------------|-------------|

### Class 6. **Our Services**

|                           |             |
|---------------------------|-------------|
| Information on request to | FOI Manager |
|---------------------------|-------------|

### Class 7. **Reports and Independent Enquiries**

|                           |             |
|---------------------------|-------------|
| Information on request to | FOI Manager |
|---------------------------|-------------|

### Class 8. **Policies and Procedures**

|                           |             |
|---------------------------|-------------|
| Information on request to | FOI Manager |
|---------------------------|-------------|

### Class 9. **Public Involvement and Consultation**

|                           |             |
|---------------------------|-------------|
| Information on request to | FOI Manager |
|---------------------------|-------------|

### Class 10. **Regular Publications and Information for the Public**

|                    |  |
|--------------------|--|
| All available from | <a href="http://www.airedale-trust.nhs.uk">www.airedale-trust.nhs.uk</a> |
|--------------------|--|

### Class 11. **Complaints**

|                           |             |
|---------------------------|-------------|
| Information on request to | FOI Manager |
|---------------------------|-------------|

Information listed as available on the web site is also available on request from:



Tim Rycroft  
Head of IT and Information Governance  
Airedale NHS Foundation Trust  
Airedale General Hospital  
Skipton Road  
Steeton,  
Keighley  
West Yorkshire  
BD20 6TD  
Tel: 01535 2945412  
Email: [FOI@anhst.nhs.uk](mailto:FOI@anhst.nhs.uk)

## Useful Resources

### Web sites:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

This is the Information Commissioner's web site

[www.lcd.gov.uk](http://www.lcd.gov.uk)

This is the Lord Chancellor's Department web site

[www.foi.nhs.uk](http://www.foi.nhs.uk)

This is the NHS Freedom of Information web site

### Publications

- NHS Openness Code- [www.doh.gov.uk/nhsexec/codemain.htm](http://www.doh.gov.uk/nhsexec/codemain.htm)
- FOI Act 2000 Explanatory Notes  
[www.legislation.hmsso.gov.uk/acts/en2000/2000en36.htm](http://www.legislation.hmsso.gov.uk/acts/en2000/2000en36.htm)
- Code of Practice under Section 45 FOI Act 2000 -  
[www.lcd.gov.uk/foi/codepafunc.htm](http://www.lcd.gov.uk/foi/codepafunc.htm)
- Code of Practice under Section 46 FOI Act 2000 –  
[www.lcd.gov.uk/foi/codemanrec.htm](http://www.lcd.gov.uk/foi/codemanrec.htm)