

Freedom of Information (FOI) Publication Scheme 2011

Introduction

The Freedom of Information (FOI) Act 2000 was implemented from 1 January 2005 and gives people the right to access information held by the Trust. Barts and The London NHS Trust has produced a Publication Scheme, which is a guide to information routinely published by the Trust. It is a description of the information about our Trust which we make publicly available.

Barts and The London NHS Trust Publication Scheme is based on the Health Bodies (England). The model publication scheme, produced by the Information Commissioner's Office (ICO). This model and other guidance can be found on their website - <http://www.ico.gov.uk>

The Publication Scheme is divided into 7 high level classes of information. We are not required to make information routinely available when:

- the information is not held;
- the information is exempt from disclosure under legislation (such as the Freedom of Information Act 2000 or the Data Protection Act 1998), e.g. personal data or information that is commercially sensitive; or
- the Trust cannot easily access the information.

Our publication scheme states the information that is accessible, its format (mostly via the Trust website), and any charge that may be made for providing the information. Please note that this does not cover FOI requests, which are answered within 20 working days of receiving the request.

The Barts and The London NHS Trust Publication Scheme will be reviewed on an annual basis. Certain elements may be updated throughout the year where practical and possible.

If you require a hard copy or larger text version of this Publication Scheme, please contact FOI@bartsandthelondon.nhs.uk or by post via

Freedom of Information
c/o Archives and Records Centre
Barts and The London NHS Trust
Lower ground floor
9 Prescot Street
Aldgate
London
E1 8PR

Barts and The London NHS Trust Publication Scheme last updated: March 2011

Charges for information listed in the Publication Scheme

Most of the information listed in the Publication Scheme will be provided at no charge, such as information on the Trust website; this is clearly stated in the Scheme. The Trust may make a charge for photocopies/print-outs of documents, copies on formats such as CD-ROM / disks and postage. You will be informed of the exact charge before the information is provided. We will require payment before providing the information.

Complaints about the Publication Scheme

If you have any complaints about the Barts and The London NHS Trust Publication Scheme, these should be addressed to:

Information Governance Manager
Barts and The London NHS Trust
1st floor
9 Prescott Street
London
E1 8PR
Email: FOI@bartsandthelondon.nhs.uk

A: Who we are and what we do

1) How we fit into the NHS structure

Information	Format	Charge
Introducing Barts and The London	Online http://www.bartsandthelondon.nhs.uk/aboutus/introducing.asp	Free (online)
Application to become an NHS Foundation Trust	Online http://www.bartsandthelondon.nhs.uk/ft/	Free (online)
Our history	Online http://www.bartsandthelondon.nhs.uk/aboutus/our_history.asp	Free (online)
NHS London (relevant Strategic Health Authority)	Online http://www.london.nhs.uk	Free (online)

2) Organisational structure

Information	Format	Charge
Structure of the Trust, including organisational charts and who's who	Online http://www.bartsandthelondon.nhs.uk/aboutus/structure_home.asp	Free (online)
Details of Trust Board members	Online http://www.bartsandthelondon.nhs.uk/aboutus/trustboard.asp	Free (online)
Responsibilities of the Trust Board	Online http://www.bartsandthelondon.nhs.uk/aboutus/responsibilities_trustboard.asp	Free (online)
Trust Board Committee structure	Online http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp	Free (online)
Standing Orders and Standing Financial Instructions	Online http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp	Free (online)

3) Lists of and information relating to organisations with which the authority works in partnership

Information	Format	Charge
Capital Hospitals Limited (CHL) [Private Sector partner for New Hospitals Programme]	Online: Capital Hospitals Limited organisational chart http://www.bartsandthelondon.nhs.uk/newhospitals/part	Free (online)

<p>Carillion Healthcare – Provider of Soft FM Services [sub contractor to CHL]</p> <p>Skanska Facilities Services – provider of Hard FM Services [sub contractor to CHL]</p> <p>Synergy Healthcare – provider of Sterile Services [sub contractor to CHL]</p> <p>Siemens – provider of a Managed Equipment Service [sub contractor to CHL]</p>	<p>nership with capital hospitals.asp</p> <p>Online: New Hospitals project information http://www.bartsandthelondon.nhs.uk/newhospitals/</p> <p>Online: The New Hospitals Project Full Business case provides a section about the parties to the consortium (section 7.2): http://www.bartsandthelondon.nhs.uk/newhospitals/fbc.asp</p> <p>Hard FM Services can include estates and accommodation</p> <p>Soft FM Services can include cleaning, catering, receipt and distribution, portering, laundry, transport, telecommunications, and reception</p>	<p>Main document: free (online). A charge will be made for a hard copy (very large document)</p> <p>Appendices: not online but most are available on request. However, some appendices may be exempt from disclosure. May be a charge for hard copies</p>
<p>Barts and The London Charity (fundraising) -</p>	<p>Online http://www.bartsandthelondoncharity.org.uk/</p>	<p>Free (online)</p>
<p>Barts and The London Queen Mary School of Medicine and Dentistry</p>	<p>Online http://www.smd.qmul.ac.uk/</p>	<p>Free (online)</p>
<p>St Bartholomew School of Nursing and Midwifery, City University</p>	<p>Online http://www.city.ac.uk/sonm/</p>	<p>Free (online)</p>
<p>Local Primary Care Trusts, including NHS Tower Hamlets and NHS City and Hackney</p>	<p>Online http://www.towerhamlets.nhs.uk/ http://www.cityandhackney.nhs.uk/</p>	<p>Free (online)</p>
<p>East London NHS Foundation Trust (mental health)</p>	<p>Online http://www.eastlondon.nhs.uk</p>	<p>Free (online)</p>
<p>Other acute NHS Trusts</p>	<p>Online http://www.nhs.uk/servicedirectories/Pages/AcuteTrustListing.aspx</p>	<p>Free (online)</p>

4) Senior staff and management board members

Information	Format	Charge
Trust Board members	Online http://www.bartsandthelondon.nhs.uk/aboutus/trustboard.asp	Free (online)
Clinical Divisions and Clinical Academic Units key staff	Online http://www.bartsandthelondon.nhs.uk/aboutus/clinical_divisions.asp	Free (online)
Corporate Directors	Online http://www.bartsandthelondon.nhs.uk/aboutus/corporate_directors.asp	Free (online)
Contact details	Online http://www.bartsandthelondon.nhs.uk/contact.asp	Free (online)

5) Location and contact details for all public-facing departments

Information	Format	Charge
List of services available, including locations and contact details	Online http://www.bartsandthelondon.nhs.uk/ourservices/	Free (online)
General contact details for The Trust	Online http://www.bartsandthelondon.nhs.uk/contact.asp	Free (online)

B: What we spend and how we spend it

6) Annual statement of accounts

Information	Format	Charge
Full Financial Accounts (last two financial years)	Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	Free (online)
	Hard copy on request from FOI@bartsandthelondon.nhs.uk or Finance Secretary, Barts and The London NHS Trust, 2 nd Floor, 9 Prescott Street, Aldgate, London E1 8PR	Free (hard copy) May be a charge for multiple copies
Trust Annual Report, includes finance section	Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	Free (online)

7) Budgets and variance reports

Information	Format	Charge
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Full Financial Accounts (last two financial years)	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp</p> <p>Hard copy on request from FOI@bartsandthelondon.nhs.uk or Finance Secretary, Barts and The London NHS Trust, 2nd Floor, 9 Prescot Street, Aldgate, London E1 8PR</p>	<p>Free (online)</p> <p>Free (hard copy)</p> <p>May be a charge for multiple copies</p>
Trust Annual Report, includes finance section	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp</p>	Free (online)
Trust Board papers – monthly finance reports	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/tbpapers.asp</p>	Free (online)
Overview of financial situation by Finance Director and Independent Auditors	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/financial_report_09.asp</p>	Free (online)

8) Financial audit reports

Information	Format	Charge
Independent Auditors full opinion on Trust financial situation	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/financial_report_09.asp</p>	Free (online)
Trust Financial report	<p>Online http://www.bartsandthelondon.nhs.uk/docs/annual_account_2008-09.pdf</p>	Free (online)

9) Standing financial instructions

Information	Format	Charge
Standing Orders and Standing Financial Instructions	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp</p>	Free (online)

10) Capital programme

Information	Format	Charge
New Hospitals / Private Sector partner information section, including Full Business Case	Online http://www.bartsandthelondon.nhs.uk/newhospitals/	Free (online)
Trust Annual Plan 2009/10	Online http://www.bartsandthelondon.nhs.uk/aboutus/objectives.asp	Free (online)

11) Staff and Board members' allowances and expenses

Information	Format	Charge
Trust Directors' salaries and allowances	Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	Free (online)
Trust Directors' allowances and expenses	Published on a bi-annual basis from April 2009 onwards, and available online www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp Queries should be directed to: FOI@bartsandthelondon.nhs.uk	Free

12) Staff pay and grading structures

Information	Format	Charge
Trust Directors' salaries in Annual Report	Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	Free (online)
Staff pay and grading are based on a national system	Online information about the National Agenda for Change system and Medical and Dental payscales available on these websites: http://www.dh.gov.uk/en/index.htm	Free (online)

	http://www.nhsemployers.org/	
Report on number of staff on each band and staffing pay rates	Available upon request via FOI@bartsandthelondon.nhs.uk	Free (electronically)

13) Funding (including endowment funds)

Information	Format	Charge
Trust Annual Reports include figure on monies received via charitable donations	Online in Annual Report, under Sources of Income section http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	Free (online)
Trust Annual Plan 2009/10	Online http://www.bartsandthelondon.nhs.uk/aboutus/objectives.asp	Free (online)
Full Financial Accounts (current and previous years), includes income and expenditure	Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp Hard copy on request from FOI@bartsandthelondon.nhs.uk or Finance Secretary, Barts and The London NHS Trust, 2 nd Floor, 9 Prescot Street, Aldgate, London E1 8PR	Free (online) Free (hard copy) May be a charge for multiple copies
Barts and The London Charity	Online. Annual Reports with accounts http://www.bartsandthelondoncharity.org.uk/publications_news/annual_report/	Free (online)

14) Procurement and tendering processes

Information	Format	Charge
Details about procurement and supplies, including activities, mission, and strategy	Online http://www.bartsandthelondon.nhs.uk/aboutus/procurement_and_supplies.asp	Free (online)
Procurement and Supply Strategy Progress Report	Online	Free (online)

2008/09, presented to the Trust Board	http://www.bartsandthelondon.nhs.uk/aboutus/papers_for_the_trust_board_open_meeting_25_november_2009.asp	
Supply strategy 2009-2014	Online: http://www.bartsandthelondon.nhs.uk/aboutus/strategy.asp	Free (online)
Procurement and supplies procedure manual	Currently being revised. We will update this section when this document becomes available. If you have any queries please contact: FOI@bartsandthelondon.nhs.uk	Not yet available

15) Details of contracts currently being tendered

Information	Format	Charge
Contracts currently being tendered and advertised on Official Journal of the European Union (OJEC) website. These are tenders for supplies / services worth over £90,319; and tenders for works worth over £3,497,313 (correct figure as of end November 2008. These figures change every 2 years in line with exchange rates)	Online: Tenders European Daily (TED) http://ted.europa.eu Users must register on the site to gain access. Registration is free. Users can search for current tenders	Free (online)
Details of projects forecasted / upcoming tenders	Trust webpage in development, details to follow. Until completed, all enquiries to FOI@bartsandthelondon.nhs.uk	Not yet available

16) List and value of contracts awarded

Information	Format	Charge
List and value of contracts awarded from £90,319 upwards for supplies / services	Online: Tenders European Daily (TED) http://ted.europa.eu	Free (online)

	<p>Users must register on the site to gain access. Registration is free.</p> <p>Users can search the archives for completed tenders</p>	
List and value of contracts awarded over £50,000	<p>Trust webpage in development, details to follow. Until completed, all enquiries to FOI@bartsandthelondon.nhs.uk</p>	Not yet available

C: What are our priorities and how are we doing

17) Annual report

Information	Format	Charge
Annual Report	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp</p> <p>Hard copy available from Communications department on request (communications.dept@bartsandthelondon.nhs.uk or call 020 7480 4876)</p>	<p>Free (online)</p> <p>Free (hard copy)</p> <p>May be a charge for multiple copies</p>

18) Annual business plan

Information	Format	Charge
Trust Annual Plan 2009/10	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/objectives.asp</p>	Free (online)

19) Targets, aims and objectives

Information	Format	Charge
Targets, aims and objectives	<p>Online http://www.bartsandthelondon.nhs.uk/aboutus/objectives.asp</p>	Free (online)

Trust Annual Plan and Objectives 2009/10	Online http://www.bartsandthelondon.nhs.uk/aboutus/objectives.asp	Trust Annual Plan 2009/10
Trust mission and values	Online http://www.bartsandthelondon.nhs.uk/aboutus/mission.asp http://www.bartsandthelondon.nhs.uk/aboutus/values.asp	Free (online)

20) Strategic Direction document

Information	Format	Charge
Trust Annual Plan and Objectives 2009/10	Online http://www.bartsandthelondon.nhs.uk/aboutus/objectives.asp	Trust Annual Plan 2009/10

21) Performance against targets / performance framework

Information	Format	Charge
Monthly performance reports to the Trust Board	Online http://www.bartsandthelondon.nhs.uk/aboutus/tbpapers.asp	Free (online)

22) Clinical governance

The Medical Director and Chief Nurse share executive responsibility for clinical governance within the Trust's integrated governance framework.

Information	Format	Charge
Details on clinical quality	Online http://www.bartsandthelondon.nhs.uk/aboutus/clinicalgovernance.asp	Free (online)
Details on clinical strategy	Online http://www.bartsandthelondon.nhs.uk/aboutus/pathfinder.asp	Free (online)
Details of clinical audit and effectiveness annual report	Online http://www.bartsandthelondon.nhs.uk/about-us/trust-board/meeting-papers/october-trust-board-performance-reports-2/ More recent clinical audit	Free (online)

	annual reports can be requested via FOI@bartsandthelondon.nhs.uk	
Risk Management Strategy and Policy	Online review - http://www.bartsandthelondon.nhs.uk/aboutus/papers_for_the_trust_board_open_meeting_25_november_2009.asp The Strategy and Policy document can be requested from FOI@bartsandthelondon.nhs.uk	Free (online)

23) Healthcare Commission – Annual Health Check

Information	Format	Charge
Clinical Quality, including Standards for Better Health	Online http://www.bartsandthelondon.nhs.uk/aboutus/clinicalgovernance.asp	Free (online)
Care Quality Commission – Annual Health Check: report	Online http://www.cqc.org.uk/	Free (online)

24) Audit reports

Information	Format	Charge
Independent Auditor's full opinion on Trust financial situation	Online http://www.bartsandthelondon.nhs.uk/aboutus/financial_report_09.asp	Free (online)
Audit Committee Annual Report 2008/09	Online http://www.bartsandthelondon.nhs.uk/aboutus/papers_for_the_trust_board_open_meeting_30_september_2009.asp	Free (online)
Annual Audit Letter 2008/2009	Online http://www.bartsandthelondon.nhs.uk/aboutus/papers_for_the_trust_board_open_meeting_25_november_2009.asp	Free (online)
Annual Audit Letter	Online	

2007/2008	http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_open_meeting_26_november_2008.asp	
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25) Service user surveys

Information	Format	Charge
Dr Foster Good Hospital Guide	Online http://www.drfoosterhealth.co.uk/	Free (online)
The Trust takes part in the National Patient Survey programme, run by the Care Quality Commission	Online information on Healthcare Commission website: http://www.cqc.org.uk/	Free (online)
The annual inpatient survey is carried out in the Trust Other surveys in the programme are undertaken as directed	Online: Inpatient survey results summaries: http://www.cqc.org.uk/	Free (online)

D: How we make decisions

26) Board papers – agenda, supporting papers and minutes

Information	Format	Charge
Trust Board papers (minutes, agendas, performance reports, supporting papers)	Online http://www.bartsandthelondon.nhs.uk/aboutus/tbpapers.asp	Free (online)

27) Patient and public involvement strategy (PPI)

Information	Format	Charge
Patient and	Online	Free

Community Involvement and Feedback Strategy, 2007 - 2012	http://www.bartsandthelondon.nhs.uk/forpatients/involving_patients.asp Hard copy available on request from Patient Advice and Liaison Service (PALS) via PALS@bartsandthelondon.nhs.uk	(online) Free (hard copy) May be a charge for multiple copies
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28) Public consultations

Information	Format	Charge
Foundation Trust consultation document	Online http://www.bartsandthelondon.nhs.uk/ft/download.asp	Free (online)
New Hospitals project: tell us what you think	Online http://www.bartsandthelondon.nhs.uk/newhospitals/tell_us_what_you_think.asp	Free (online)
Involving patients information	Online http://www.bartsandthelondon.nhs.uk/forpatients/involving_patients.asp	Free (online)

29) Internal communications guidance and criteria used for decision making, i.e. process systems and key personnel

Information	Format	Charge
Trust Board Committee structure chart	Online http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp	Free (online)
Trust Board Committees terms of reference	Online http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp	Free (online)
Trust Policy Handbook	Online http://www.bartsandthelondon.nhs.uk/aboutus/foi.asp	Free (online)

E: Our policies and procedures

30) Policies and procedures relating to the conduct of business and the provision of services

Information	Format	Charge
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Version Number: 1.5	Date: 16 March 2011

Trust Policy Handbook	Online http://www.bartsandthelondon.nhs.uk/aboutus/foi.asp	Free (online)
Standing Orders and Standing Financial Instructions	Online http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp	Free (online)
Specific Trust Policies	Available on request to Trust Office via FOI@bartsandthelondon.nhs.uk	Free (electronically)

31) and 32) Policies and procedures relating to human resources (including race, disability, age and gender, equal opportunities, recruitment and employment)

Information	Format	Charge
Trust Policy Handbook	Online. Includes Human Resources policies: http://www.bartsandthelondon.nhs.uk/aboutus/foi.asp	Free (online)
Specific HR policies	On request to Trust Office via FOI@bartsandthelondon.nhs.uk	Free (electronically)
Section on equality and diversity	Online. Includes Trust equality and diversity statistics: http://www.bartsandthelondon.nhs.uk/aboutus/equalityanddiversity.asp	Free (online)
Current vacancies	Online http://bartsandthelondon.healthjobsuk.com/	Free (online)
Work for us	Online http://www.bartsandthelondon.nhs.uk/workforus/	Free (online)

33) Standing financial procedures

Information	Format	Charge
Standing Orders and Standing Financial Instructions	Online http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp	Free (online)
Trust Policy Handbook	Online. Includes finance section: http://www.bartsandthelondon.nhs.uk/aboutus/foi.asp	Free (online)

34) Standing Orders

Information	Format	Charge
Standing Orders and Standing Financial Instructions	Online http://www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp	Free (online)

35) Complaints and other customer service policies and procedures

Information	Format	Charge
Tell us what you think - information including complaints form	Online http://www.bartsandthelondon.nhs.uk/forpatients/tell_us_what_you_think.asp	Free (online)
Our pledge	Online http://www.bartsandthelondon.nhs.uk/forpatients/our_pledge.asp	Free (online)
Knowing your rights	Online http://www.bartsandthelondon.nhs.uk/forpatients/know_your_rights.asp	Free (online)
Trust Complaints Policy	On request to Trust Office via FOI@bartsandthelondon.nhs.uk	Free (electronically)
Trust Annual Report (which includes a section about complaints)	Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	Free (online)
Patient Advice and Liaison Service (PALS) Annual Reports, including objectives and activities	Online http://www.bartsandthelondon.nhs.uk/forpatients/pals.asp	Free (online)
Complaints Annual Report	On request via FOI@bartsandthelondon.nhs.uk	Not yet available
Patient Advice and Liaison Service (PALS) information	Online http://www.bartsandthelondon.nhs.uk/forpatients/pals.asp	Free (online)
Feedback about the Trust website	Online http://www.bartsandthelondon.nhs.uk/feedback.asp	Free (online)
Freedom of Information	Online http://www.bartsandthelondon.nhs.uk/aboutus/foi.asp	Free (online)

36) Data protection / information governance / Caldicott Guardian

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Version Number: 1.5	Date: 16 March 2011

Information	Format	Charge
Trust Policy Handbook	Online. Including Information Governance policies http://www.bartsandthelondon.nhs.uk/aboutus/foi.asp	Free (online)
Individual Information Governance policies	On request to Trust Office via FOI@bartsandthelondon.nhs.uk	Free (electronically)
Information Disclosure Guidelines	On request to Trust Office via FOI@bartsandthelondon.nhs.uk	Free (electronically)
Health Records, Data Protection / Patient Confidentiality	Online http://www.bartsandthelondon.nhs.uk/forpatients/know_your_rights.asp	Free (online)

37) Estate management

Information	Format	Charge
New Hospitals, including Full Business Case	Online http://www.bartsandthelondon.nhs.uk/newhospitals/	Free (online)
Estates Utilisation Strategy	Currently being compiled. We will update this section when this document becomes available. If you have any queries please contact FOI@bartsandthelondon.nhs.uk	Not yet available
Trust adheres to NHS Estate Code when acquiring or selling property	Online information about National NHS Estate guidance www.dh.gov.uk (enter "Estates" into search box) Department of Health NHS Financial Manual http://www.dh.gov.uk/en/index.htm NHS Estate guidance is done in conjunction with the Valuation office. For valuations. http://www.voa.gov.uk/	Executive Summary: free (online). Department of Health charge for providing the full NHS Estate Code Free (online) Free (online)
Carbon Management and Sustainability report to the Trust Board	Online: current strategy http://www.bartsandthelondon.nhs.uk/aboutus/papers_trust_board_meeting_26_march_2008.asp	Free (online)

38) Charging regimes and policies

Information	Format	Charge
Information Disclosure Guidelines	On request to Trust Office via FOI@bartsandthelondon.nhs.uk	Free (electronically)
FOI Re-use of Trust information	Online http://www.bartsandthelondon.nhs.uk/aboutus/foi.asp	Free (online)
Health records requests	Online http://www.bartsandthelondon.nhs.uk/forpatients/knownyourrights.asp .	Free (online)
Trust Archive Charging Policy	Upon request via FOI@bartsandthelondon.nhs.uk	Free (electronically)

F: Lists and registers

39) Any information we are currently legally required to hold in publicly available registers

Information	Format	Charge
Global NHS Estates data	Online information about NHS Estates can be found on the Department of Health website http://www.dh.gov.uk/en/index.htm	Free (online)
Estates Return Information Collection (ERIC) contain data about Trust estates	Online information about the ERIC return can be found on the Department of Health website: http://www.dh.gov.uk/en/index.htm Online summaries of ERIC reports can be found on the Hospital Estates and Facilities statistics website: www.hefs.ic.nhs.uk	Free (online) Free (online)
Capital Asset Register	Extract available on request from FOI@bartsandthelondon.nhs.uk or Finance Secretary, Barts and The London NHS Trust, 2 nd Floor, 9 Prescott Street, Aldgate, London E1 8PR	Free (electronically) Free (hard copy) May be a charge for multiple copies
Remuneration report and	Online. Forms part of the	Free (online)

Trust Directors' salaries and allowances	Annual Report http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	
Archive catalogues Available under the Public Records Act - see The National Archives website for details - http://www.nationalarchives.gov.uk/policy/act/default.htm	Information about the archives, including links to some online catalogues: http://www.bartsandthelondon.nhs.uk/aboutus/museums_and_archives.asp	Free (some available electronically) Free access to all other catalogues by visiting Trust Archives - an appointment is required (see website for visiting details)

40) List of main contractors / suppliers

Information	Format	Charge
List of top 20 contractors / suppliers, based on amount spent by the Trust	Trust webpage in development, details to follow. Until completed, all enquiries to FOI@bartsandthelondon.nhs.uk	Not yet available

41) Assets registers and Information Asset Register

Information	Format	Charge
Capital Asset Register	Extract available on request from FOI@bartsandthelondon.nhs.uk or Finance Secretary, Barts and The London NHS Trust, 2 nd Floor, 9 Prescott Street, Aldgate, London E1 8PR	Free (electronically) Free (hard copy) May be a charge for multiple copies
Information Asset Register	Not applicable	N/A

42) Any register of interests kept in the authority

Information	Format	Charge
Declaration of interests of Trust Board members and Directors	Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	Free (online)

43) Register of Gifts and Hospitality provided to Board members and senior personnel

Information	Format	Charge
Register of Gifts and Hospitality provided to Board members and senior personnel	Queries should be directed to: FOI@bartsandthelondon.nhs.uk	Free
Trust Directors' allowances and expenses	Published on a bi-annual basis from April 2009 onwards, and available online www.bartsandthelondon.nhs.uk/aboutus/trust_board_committees.asp Queries should be directed to: FOI@bartsandthelondon.nhs.uk	Free

44) Disclosure log - Not applicable

G: The services we offer

45) Clinical services provided and/or commissioned

Information	Format	Charge
A-Z of clinical services, each with own web pages containing detailed information about services and treatment	Online http://www.bartsandthelondon.nhs.uk/ourservices/	Free (online)
Patient information leaflets	Hard copies available on request from PALS@bartsandthelondon.nhs.uk Please note that we cannot provide all patient information leaflets upon request, because some are for specific conditions and would only be given to individual patients after discussion with a healthcare professional. All Trust patient information	Free (hard copy) May be a charge for multiple copies / leaflets

	leaflets are been approved by the Trust's Patient Information Validation Group	
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46) Non-clinical services

Information	Format	Charge
Corporate services organisational chart (overview of non-clinical services)	Online http://www.bartsandthelondon.nhs.uk/aboutus/structurehome.asp	Free (online)
Further details about their activities are provided in Trust annual reports	Online http://www.bartsandthelondon.nhs.uk/aboutus/annualreport.asp	Free (online)
Patient Advice and Liaison Service (PALS)	Online http://www.bartsandthelondon.nhs.uk/forpatients/pals.asp	Free (online)
Interpreters	Online http://www.bartsandthelondon.nhs.uk/forpatients/interpreters.asp	Free (online)
Chaplaincy	Online http://www.bartsandthelondon.nhs.uk/forpatients/chaplaincy.asp	Free (online)
Social work	Online http://www.bartsandthelondon.nhs.uk/SocialWork/	Free (online)
Press Office	Online http://www.bartsandthelondon.nhs.uk/formedia/	Free (online)
Freedom of Information	Online http://www.bartsandthelondon.nhs.uk/aboutus/foi.asp	Free (online)
New Hospitals Programme	Online http://www.bartsandthelondon.nhs.uk/newhospitals/	Free (online)
Facilities services, such as catering, cleaning, laundry, and sterile services	Online http://www.bartsandthelondon.nhs.uk/newhospitals/partnership_with_capital_hospitals.asp	Free (online)
Archives and Museums	Online http://www.bartsandthelondon.nhs.uk/aboutus/museums_and_archives.asp	Free (online)
Human Resources	Online http://www.bartsandthelondon.nhs.uk/workforum/	Free (online)

Learning and Development	Online http://www.bartsandthelondon.nhs.uk/workforus/learning_and_development.asp	Free (online)
Corporate Events	Online http://www.bartsandthelondon.nhs.uk/events	Free (online)
Procurement and Supplies	Online http://www.bartsandthelondon.nhs.uk/aboutus/procurement_and_supplies.asp	Free (online)
Vital Arts	Online http://www.vitalarts.org.uk/	Free (online)

47) Services for which the authority is entitled to recover a fee together with those fees

Please note that this Publication Scheme only includes readily available information and does not include any information that may be commercially sensitive and therefore exempt from disclosure under the Freedom of Information Act 2000.

Information	Format	Charge
Paying patient charges	Previous financial year paying patient charges available on request via FOI@bartsandthelondon.nhs.uk	Free (electronically)

48) Patient information leaflets and other booklets and newsletters

Information	Format	Charge
Our pledge to patients, visitors and colleagues	Online http://www.bartsandthelondon.nhs.uk/forpatients/our_pledge.asp	Free (online)
Patient information leaflets	Hard copies available on request from PALS@bartsandthelondon.nhs.uk Please note that we cannot provide all patient information leaflets upon request, because some are for specific conditions and would only be given to individual patients after discussion with a healthcare professional. All Trust patient information leaflets are been approved by the Trust's Patient Information Validation Group	Free (hard copy) May be a charge for multiple copies / leaflets
Press releases	Online http://www.bartsandthelondon.nhs.uk/formedia/press/ Hard copy available from Communications department on request (communications.dept@bartsandthelondon.nhs.uk or call 020 7480 4876)	Free (online) Free (hard copy) May be a charge for

		multiple copies
The Link: bi-monthly newsletter for Trust staff	Hard copy available from Communications department on request (communications.dept@bartsandthelondon.nhs.uk or call 020 7480 4876). Hard copies are distributed to public areas in each of the Trust's hospitals	Free (hard copy) May be a charge for multiple copies
Barts and The London Link: monthly newsletter for local GPs and other primary care colleagues	Online http://www.bartsandthelondon.nhs.uk/forgps/bartsandthelondonlink.asp Please note that hard copies are no longer available. They are sent electronically since it is a newsletter that is interactive with the Trust website.	Free (online or by email)
Members Link: quarterly newsletter about the Foundation Trust. Aimed at all members of the Foundation Trust	Online http://www.bartsandthelondon.nhs.uk/ft/members_link_newsletter.asp Hard copy available from Communications department on request (communications.dept@bartsandthelondon.nhs.uk or call 020 7480 4876)	Free (online) Free (hard copy) May be a charge for multiple copies
Re-Development Link: newsletter about the development of the Trust's New Hospitals. Published on an ad hoc basis	Hard copy available from Communications department on request (communications.dept@bartsandthelondon.nhs.uk or call 020 7480 4876)	Free (hard copy) May be a charge for multiple copies

49) Patient Advice and Liaison Service (PALS)

Information	Format	Charge
Patient Advice and Liaison Service (PALS) Annual Reports, including objectives and activities	Online http://www.bartsandthelondon.nhs.uk/forpatients/pals.asp	Free (online)
Patient Advice and Liaison Service	Online http://www.bartsandthelondon.nhs.uk/forpatients/pals.asp	Free (online)

(PALS) information		
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50) Advice and guidance

Information	Format	Charge
Advice and support for patients and visitors	Online http://www.bartsandthelondon.nhs.uk/forpatients/advice_and_support.asp	Free (online)
Contact us	Online http://www.bartsandthelondon.nhs.uk/contact.asp	Free (online)
Tower Hamlets LINK for enquiries about The Royal London Hospital and/or The London Chest Hospital	LINKs (local involvement networks) provide independent bodies for any concerns and help about hospitals in their area. Information available on Tower Hamlets PCT website: http://www.thpct.nhs.uk/welcome/	Free (online)
City and Hackney Teaching PCT for enquiries about St Bartholomew's Hospital	LINKs (local involvement networks) provide independent bodies for any concerns and help about hospitals in their area. Information available on City and Hackney Teaching PCT website: http://www.cityandhackney.nhs.uk/	Free (online)

51) Corporate communications and media releases

Information	Format	Charge
Press releases	Online http://www.bartsandthelondon.nhs.uk/formedia/press/ Hard copy available from Communications department on request (communications.dept@bartsandthelondon.nhs.uk or call 020 7480 4876)	Free (online) Free (hard copy) May be a charge for multiple copies
Details of previous documentaries filmed at Barts and The London NHS Trust	Online http://www.bartsandthelondon.nhs.uk/formedia/previous_documentaries.asp	Free (online)
Media service and enquiries	Online http://www.bartsandthelondon.nhs.uk/formedia/enquiries.asp	Free (online)

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