

A Guide to Information on the Publication Scheme

South London and Maudsley NHS Foundation Trust routinely publishes information about the organisation under the classes of information outlined in the Publication Scheme. This guide specifies the documents available and their format.

Information	Format	How to access	Cost *
1- Who we are and what we do			
How we fit in the NHS structure	Online Hard copy on request	Trust website	Free
Organisational chart	Online Hard copy on request	Trust website	Free
Partners	Online Hard copy on request	Trust website	Free
How to contact us	Online Hard copy on request	Trust website	Free
2- What we spend and how we spend it			
Annual statement of accounts	Online Hard copy on request	Annual Report on the Trust website	Free
Budget and variance report	Online Hard copy on request	Monthly Reports to the Trust Board on the Trust website	Free
Annual management report	Online Hard copy on request	Annual management letter to the Trust Board on the Trust website	Free
Standing financial instructions	Online Hard copy on request	Trust website	Free
Capital programme	Online Hard copy on request	Trust Board Papers on the Trust website	Free
Pay allowance and deductions manual	Online Hard copy on request	Trust website	Free
Payscale	Online Hard copy on request	Trust website	Free
Procurement Policy	Online Hard copy on request	Trust website	Free
Procurement procedures	Online Hard copy on request	Trust website	Free
Summary guide to tendering	Online Hard copy on request	Trust website	Free
Details of contracts currently being tendered	Online	Tenders Electronics Daily	Free
Contracts	Hard copy on request	Information Governance Office	Free

3- What our priorities are and how we are doing			
Annual Report	Online Hard copy on request	Trust website	Free
Annual Plan	Online Hard copy on request	Trust website	Free
Annual Health Check (SfBH)	Online Hard copy on request	Trust website	Free
Strategic direction	Online Hard copy on request	Trust website	Free
Key Performance Indicators (KPI) Reports	Online Hard copy on request	Quarterly reports to the Trust Board on the Trust website	Free
Clinical Governance Annual Report	Online Hard copy on request	Trust website	Free
Audit Reports	Online Hard copy on request	Annual management letter to the Trust Board on the Trust website	Free
Service user surveys	Online Hard copy on request	Trust website	Free
4- How we make decisions			
Trust Board papers (agendas, minutes, supporting papers)	Online Hard copy on request	Trust website	Free
Patient and Public Involvement Strategy	Online Hard copy on request	Trust website	Free
Public consultations	Online Hard copy on request	Trust website	Free
5- Our policies and procedures			
Trust Policies	Online Hard copy on request	Trust website	Free
Standing financial instructions	Online Hard copy on request	Trust website	Free
Guidance on FOI fees regulations	Online Hard copy on request	Trust website	Free
6- Lists and Registers			
List of main contractors / suppliers	Redacted hard copy on request	Information Governance Office	Free
IT asset register	Redacted hard copy on request	Information Governance Office	Free
Information asset register	Redacted hard copy on request	Information Governance Office	Free
Register of interests	Redacted hard copy on request	Information Governance Office	Free
Register of gifts and hospitality provided to Board Members	Redacted hard copy on request	Information Governance Office	Free
FOI Disclosure log	Redacted hard copy on request	Information Governance Office	Free

7- Services we offer			
Clinical services directory	Online Hard copy on request	Trust website	Free
Corporate services	Online Hard copy on request	Trust website	Free
Patient Information	Online Hard copy on request (except multimedia)	Trust website	Free
Patient Advice and Liaison Service	Online Hard copy on request	Trust website	Free
Trust News	Online Hard copy on request	Trust website	Free
A guide to information on the publication scheme	Online Hard copy on request	Trust website	Free

* Unless otherwise indicated, the documents are available free of charge on the Trust website at <http://www.slam.nhs.uk/> . Hard copies of these documents can be obtained by contacting the Information Governance Office. The Trust will send you one hard copy free of charge. For additional copies, you will be charged £5 + 10p for each page. If you require any information in large print, please contact us.

For queries, please contact us at:

Information Governance Office
CR2 – Clinical Records
Maudsley Hospital
Denmark Hill
London SE5 8AZ

Or e-mail us:

- **For Publication Scheme related queries** : publicationscheme@slam.nhs.uk
- **For Freedom of Information requests** : foi@slam.nhs.uk
- **For Data Protection queries** : dataprotectionoffice@slam.nhs.uk