

Freedom of Information Act 2000 Publication Scheme

Liverpool Women's NHS Foundation Trust Publication Scheme

The Publication Scheme is in three parts, as follows:

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PART ONE: Introduction

PART TWO: The Classes of Information that we hold

PART THREE: Inspection and Monitoring Bodies, 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 the Liverpool Women's NHS Foundation Trust. It is a description of the information about our Trust, which 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 this Trust easily. Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act in Part Three below), this 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 this Trust is one).

The Publication Scheme will help you to find all the information which 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, and who has responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights. In the Liverpool Women's NHS Foundation Trust, our Caldicott Guardian is:

Gill Core
Director of Nursing, Midwifery and Patient Quality
Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool
L8 7SS

Information Management

Information falling into the Classes will be retained in line with the Trust's retention and disposal schedules, which comply with circular HSC1999/53 and Public Record Office Guidance, and are contained within the Records Management Policy.

Information not required for the business purposes of the Trust is stored at the Trust/at a place of deposit approved by the Lord Chancellor for the purpose of holding public records

Feedback

Any questions, comments or complaints about this Scheme should be sent in writing to Liz Edzes, Information Governance Manager, Liverpool Women's NHS Foundation Trust Crown Street, Liverpool, L8 7SS, or e-mail to liz.edzes@lwh.nhs.uk

If you have a complaint about the operation of the Publication Scheme, or how the Trust has dealt with your request for information from the Scheme, please write to Louise Shepherd, Chief Executive, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS or by e-mail to louise.shepherd@lwh.nhs.uk

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 this 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 at DoH Publications, PO Box 777, London SE1 6XH. 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 1st 2005 it also obliged the Trust to respond to requests about the information which 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 which 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 Sue Ford, Legal Services Manager, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS, or e-mail sue.ford@lwh.nhs.uk to do this.

New Environmental Information Regulations may be introduced as early as 2003. These will 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 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 which 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

The Department of Health is responsible for the delivery of high quality health and social care services to the people of England. Performance management is delegated to Strategic Health Authorities who are also responsible for the development of strategies for local health services. They manage the NHS locally and ensure that national priorities are integrated into local plans. The Liverpool Women's NHS Foundation Trust sits within Cheshire and Merseyside Strategic Health Authority, but as a NHS Foundation Trust is performance managed by Monitor, the independent regulator for foundation trusts, which has a 'concordat' arrangement with other regulatory bodies including the Healthcare Commission.

The following websites will provide extensive information about the NHS generally and also specifically about our local area:-

Department of Health – www.doh.gov.uk

North West Strategic Health Authority – www.northwest.nhs.uk

2. Who we are

The Liverpool Women's NHS Foundation Trust operates from two hospital sites:-

Liverpool Women's Hospital	Aintree Centre for Women's Health
Crown Street	Lower Lane
Liverpool	Liverpool
L8 7SS	L9 7AL

The Trust also has extensive and developing facilities within local communities providing services closer to where people live.

The purpose of the Trust is to be the best hospital for the care of women and babies, by caring with courtesy, kindness and warmth for them and their families.

The Liverpool Women's NHS Foundation Trust, is one of the UK's premier hospitals in the provision of healthcare to women and babies. The 1,400 staff and management of the hospital are dedicated to providing the highest quality of care to our patients across the Greater Liverpool area in the fields of maternity, neonatology, gynaecology, reproductive medicine, breast surgery and genetics.

As a teaching hospital, the Trust is a centre of excellence in the provision of both undergraduate and post-graduate medical education and training and is associated with the University of Liverpool Faculty of Medicine. The hospital is also actively involved in the training of nurses, midwives and other professional staff. The Trust has an extremely active multidisciplinary research programme and a respected reputation for research both nationally and internationally and is currently participating in a number of international trials.

The Liverpool Women's Hospital is a purpose built stand alone unit which opened in 1995 and provides a high quality environment for patients, their families and staff. In December 2000 the hospital merged with the Aintree Centre for Women's Health and the Trust now provides all women's services for the City of Liverpool.

The Trust received a rating of "Excellent" for use of resources and "Good" for Quality of Services in the 2006 Annual Health Check by the Healthcare Commission, making us one of the top Trusts in the country. The hospital enjoys an excellent reputation in the local community and it was particularly pleasing to receive such a very positive response from our patients to the services we provide in the patient surveys.

More detailed information on the Trust and the services we provide can be found on our website - www.liverpoolwomenshospital.org.uk

3. Financial and Funding Information

- i) The Board of Directors approves an annual financial plan for income and expenditure. The Department of Health requires that all Trusts deliver financial balance and the Trust's annual plan will reflect this objective. The financial plan for 2006/07 was adopted by the Board at its meeting in March 2006.
- ii) Total income for the 2006/07 financial year is assessed at just over £70 million. The great majority of this income is provided by Primary Care Trusts in respect of the provision of healthcare services. As the Trust provides a number of specialised services which are accessed by patients across a wide geographical area, agreements are established with a large number of individual PCTs.
- iii) The Trust is required to prepare annual financial statements which are subject to external audit certification. The accounts published for the 2005/06 financial year are available via our website or a hard copy of the summary financial statements can be made available to you by contacting our Information Governance Manager, Liz Edzes by email to liz.edzes@lwh.nhs.uk
- iv) A corporate performance report is presented to each meeting of the Board. This incorporates a significant amount of information about the Trust's in year financial performance and a forecast for the financial year end, and a review of the approved Capital Programme and progress to date.
- v) A Finance and Contracts Committee is also established as a sub-committee of the Board. This committee meets monthly and receives a comprehensive report incorporating financial performance.
- vi) The Director of Finance, Sue Lorimer, has corporate responsibility for the provision and management of financial planning. She can be contacted as follows:

Finance Department
Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool L8 7SS

E-mail: sue.lorimer@lwh.nhs.uk

Tel: 0151 702 4041

4. Corporate Information

A wide range of documents, policies and procedures and agendas and minutes of meetings held within the Trust is available now to the public.

- i) *Annual Report* - summarising the achievements of a Trust year and highlighting how the Trust has performed against a range of national targets.
- ii) *Annual Accounts* - produced by the Trust and subject to external audit certification.
- iii) *Board of Directors' Meetings* - the Board meets in public three times per year. The dates of the public meetings are available on the Trust's website. We publish the minutes of all meetings of the Board, whether they are held in public or private.
- iv) *Membership Council Meetings* – since becoming a Foundation Trust on 1st April 2005 the Trust has had a new governing body called the Membership Council which consists of 33 individuals representing staff, patients, the public and our partner organizations. The Membership Council meets four times per year and all meetings of the Council are held in public.
- iv) *Management Executive Board Meetings* - agendas, supporting papers and minutes of these meetings.
- v) *Organisational Policies and Procedures* - access to Trust policies and procedures is explained within class 8 of this publication scheme.
- vi) *Internal Meetings* – agendas, supporting papers and minutes for other internal meetings and working groups are available under this publication scheme.

Please contact the Information Governance Manager, Liz Edzes to access the information that you require. Email: liz.edzes@lwh.nhs.uk

Some information that is of a personal or confidential nature or otherwise exempt under the Freedom of Information Act 2000 or Data Protection Act 1998 will be excluded as will other confidential material.

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

Aims

The primary aim of the Trust is embodied within its mission statement which is as follows:-

“The purpose of the Liverpool Women’s NHS Foundation Trust is to be the best hospital for the care of women and babies; by caring with courtesy, kindness and warmth for them and their families; by further improving the existing excellent clinical

services; by providing choice where possible and by being responsive to needs; by providing appropriate trained staff at all levels with continuing education and training; and by ensuring a supportive environment which enables staff to work to their potential and where they will be recognised”.

Targets & Achievements

As part of the NHS the Trust is required to meet a number of national targets and its performance against each target is independently assessed by the Healthcare Commission.

A corporate performance report is produced for each meeting of the Board of Directors and the Management Executive Board. This will provide an up to date assessment of performance by the Trust in the key areas of service delivery and finance.

6. Our Services

The clinical services provided by the Trust can be classified to five main areas. These are Gynaecology, Obstetrics, Neonatology, Medical Genetics and Reproductive Medicine.

Gynaecology

Liverpool Women's NHS Foundation Trust provides a comprehensive range of in-patient and out-patient gynaecological services. It is a regional centre for oncology and reproductive medicine and provides specialist services for urogynaecology and miscarriage.

There are dedicated gynaecology emergency room facilities which are provided 24 hours a day. This ensures rapid access to ultrasound scan and medical treatment for women who are experiencing any gynaecological emergency especially in early pregnancy.

Following the regional implementation of the Calman-Hine report the hospital has been accredited as a Gynaecology Oncology Centre within the Merseyside Cancer Network.

The Gynaecology Directorate works in close collaboration with the Royal Liverpool University Hospital to provide breast care services. With the advantage of strong nursing and medical links between the hospitals we have been commended by patients for providing high standards of seamless care during their treatment.

Reproductive Medicine

The Hewitt Centre for Reproductive Medicine provides a full range of investigations and treatments for couples with fertility problems.

We are the largest NHS provider in the UK and also have self funding treatments available. We perform on average 1200 cycles of treatment per year.

Our aim is to provide the treatment option best suited to the patient's problem.

The Unit licensed by the Human Fertilisation and Embryology Authority (HFEA).

In October 2006 the Trust entered a unique partnership with North West Fertility Ltd, within which the Trusts Consultants provide all assisted conception services to self-funding patients.

Obstetrics

Liverpool Women's Hospital contains a consultant-led unit providing care for high and low risk women. The directorate is a tertiary referral centre, accepting in-utero transfers of high risk women whose baby is likely to require admission to the neonatal unit.

Tertiary referrals are also accepted from other Trusts to the hospital's fetomaternal medicine unit. Specialist care is provided to women with medical conditions such as diabetes, haemolytic antibodies and epilepsy as well as women who have had a previous baby with a chromosomal or structural abnormality.

The Trust is one of the largest maternity units in Europe, with around 8,000 births per year. A number of specialist clinics are available such as twins or medical disorders such as epilepsy or diabetes. In addition, the link clinic provides obstetric care to women from ethnic minority groups whose first language is not English.

Aintree Centre for Women's Health provides antenatal care for women in the north of the city, including a number of specialist antenatal clinics such as the combined obstetric/medical clinic for women with diabetes. The Trust has also developed an award winning community antenatal service model, whereby women from Kirkby, Bootle and Speke can access all of their antenatal care close to where they live. A further centre is to be developed in Dovecot during 2007.

Neonatology

The tertiary neonatal unit serves Liverpool and the surrounding area, it has 48 cots, 16 of which are designated for intensive care of newborn and 24 for high dependency and low dependency care making it the largest unit of its kind in Britain.

The unit offers care for approximately 1000 babies and their families per year. On the Neonatal Unit we ensure the whole family is included in the care and decision making of their baby in order to provide family centred care of the highest quality and in accordance with the Neonatal Unit's Philosophy of Care.

Medical Genetics

Merseyside and Cheshire Genetics Service comprises the laboratories, Cytogenetics and Molecular Genetics and the Clinical Genetics Services. Together they provide a comprehensive service to Trusts across the geographical areas of Merseyside, Cheshire and the Isle of Man (population approximately 2.8 million). The laboratories also receive specialist referrals from Lancashire, North Wales and other areas of the U.K. In addition the laboratories receive samples on a cost per basis from other local Trusts, private hospitals and general practitioners.

Genetic disorders place considerable health and economic burden not only on affected people and their families but also on the community. Genetic disorders involve DNA (the blueprint of life) and a wide range can be identified either at the broader chromosomal level (Cytogenetics) or at a finer detailed level by Molecular Genetics. The Clinical Genetics service helps to establish an accurate diagnosis, provide information about prognosis, the risk of developing or transmitting the disorder and offers information and counselling to other family members.

All three services offer teaching at under and post graduate level and to professions within the healthcare environment. Additionally the laboratories offer limited work placement to 6th form colleges and undergraduates.

The Cytogenetics and Molecular Genetics Laboratories are sited in the Liverpool Women's Hospital; Clinical Genetics at Alder Hey Children's Hospital, and all are managed by the Liverpool Women's NHS Foundation Trust.

Further details of all our clinical services can be found on the Trust's website (www.liverpoolwomenshospital.org.uk).

The Trust clinical activities are supported by a Directorate structure with individual management teams. Contact details for our Directorate Managers are as follows:

Gynaecology

Mrs Sheila Lloyd

Gynaecology Directorate
Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS

e-mail: sheila.Lloyd@lwh.nhs.uk

Obstetrics

Mrs Lydia Moore

Obstetric Directorate
Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS

e-mail: lydia.moore@lwh.nhs.uk

Neonatology

Mrs Trish Dunmore

Neonatal Directorate
Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS

e-mail: val.irving@lwh.nhs.uk

Hewitt Centre

Mr Darren Smith

Reproductive Medicine Unit
Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS

e-mail: darren.smith@lwh.nhs.uk

Critical Care & Critical support services

Mrs Sue Brown

Critical Care
Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS

e-mail: Sue.brown@lwh.nhs.uk

Medical Genetics

Mrs Angela Douglas

Genetics Directorate
Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS

e-mail: angela.douglas@lwh.nhs.uk

7. Reports and Independent Enquires

The Commission for Health Improvement (CHI) conducted a clinical governance review of the Trust's services during March – August 2001. An action plan was agreed in November 2001 and this has been monitored through the Clinical Governance Committee and Board of Directors. Details of all CHI Reviews and action plans can be found on:

www.chi.nhs.uk/eng/organisations/north_west/liverpool_womens/index.shtml

8. Policies and Procedures

This section contains general policies and procedures in use within the Trust. The documents are contained in the following sections:

- Clinical
- Health & Safety
- Hotel Services
- Incident/Adverse Clinical Event Reporting
- Information Management & Technology
- Risk Management
- Security
- Zero Tolerance/Violence Towards Staff

Further details about these policies and procedures can be obtained from Liz Edzes, Information Governance Manager, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS.

Email: liz.edzes@lwh.nhs.uk

Tel: 0151 708 9988

9. Public Involvement and Consultation

Patient and public involvement is central to the future organisation of the Trust. It is underpinned by our statutory duty as set out in section 11 of the Health and Social Care Act 2001. Further detail can be found at:

www.hmso.gov.uk/acts/acts2001/20010015.htm

The NHS Plan refers to service user, carer and community involvement. More can be found about patient and public involvement by visiting the Department of Health website www.doh.gov.uk/involvingpatients

The Trust is committed to reflecting its local community in the services it provides and will strive to ensure that continuous progress is made to this aim.

Trust Board Accountability

The accountable Director for Patient and Public Involvement is Gill Core, Director of Nursing, Midwifery and Patient Quality. For more information about how PPI is being integrated into the direction of the Trust please contact Gill.Core@lwh.nhs.uk

Patient & Public Involvement

Patients and services users are involved in many aspects of the care and facilities within the Trust. This includes reviewing, challenging, influencing and monitoring all aspects of patient quality.

Supporting Patients and the Public

The Patient Advice and Liaison Manager provides an immediate service to deal with concerns from patients, visitors and staff. By seeking to refer issues promptly it is hoped that matters can be resolved satisfactorily without recourse to formal action. For further information on the PALs service please contact:

gail.holding@lwh.nhs.uk

Volunteer Services

The Trust is developing a volunteer service made up of local people who wish to contribute by giving their time, life experience and wide skills to the patient services within the Trust. For further information on the scheme please contact Gail.holding@lwh.nhs.uk

10. Regular publications and information for the Public

The Trust produces a number of regular publications for the public, detailing news and events, our performance and our services:

The Annual Report and Accounts is available from the Trust's website www.liverpoolwomenshospital.org.uk or in hard copy on request

Trust Board papers, agendas, supporting papers and minutes for the Trust Board and associated sub-committees are available to the public

Executive Directors – agendas, supporting papers and minutes are available

Strategies and Policies – more details in Policies and Procedures section

Internal meetings – agendas, supporting papers and minutes for other internal meetings and working groups are available to the public

Patient information leaflets – detailing services and procedures

Press releases are also available

Please contact the Information Governance Manager to access the information you require. Email: liz.edzes@lwh.nhs.uk

11. Complaints

Formal complaints are commonly addressed to the Chief Executive but on occasions are sent to individuals within the Trust. However, written complaints are forwarded to the Quality Manager for investigation and a written response from the Chief Executive. The Trust's complaints procedure, which is reviewed on an annual basis, has been produced in line with the NHS Complaints Procedure.

On receipt of a written complaint a copy is forwarded to the Directorate Manager, Clinical Director and any member of staff named or involved in the issues raised in the complaint. A written account is requested and the Chief Executive's response is based on this and any additional information required.

The Trust welcomes complaints as a tool for improving patient care as well as ensuring the hospital is a safe and welcoming environment for patients and visitors. The complainant is informed of any changes in practice or review of policies as a result of their complaint. These recommendations are forwarded to the relevant Directorate in the form of an action plan. The signed action plan is returned to the Quality Manager once action is completed.

The complaints report is produced on a quarterly basis. Complainant and staff details are anonymised to ensure confidentiality. The report highlights the Directorate concerned, response time, a summary of the issues raised in the complaint and any action taken as a result. The Quality Manager presents the report to the Trust Board and the Clinical Governance Committee prior to dissemination to all areas within the Trust.

Written information regarding the complaints procedure is available to patients and visitors to the Trust. A copy of this document can be found in all clinical areas, waiting areas and in the PALS Information Centre.

For further information please contact:

Liz Edwards
Quality Manager
Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool
L8 7SS

Tel: 0151 702 4160

Fax: 0151 708 6303

Email: liz.edwards@lwh.nhs.uk

12. Human Resources

The Director of Human Resources, Kim Doherty has overall managerial responsibility for human resources services, occupational health, and learning and development. Kim can be contacted at the Liverpool Women's Hospital on 0151 702 4056, email at kim.doherty@lwh.nhs.uk

Payroll services are contracted out to the Royal Liverpool Hospital NHS Trust and the service is managed by Hugh Jones, Payroll Manager.

The Trust's annual workforce strategy is developed linking in with local delivery plans which are agreed with local Primary Care Trusts in order to meet NHS Plan targets as well as National Service Framework priorities (e.g. cancer). The Trust is affiliated

to the Cheshire and Merseyside Workforce Development Confederation who provide a strategic overview for the geographical patch.

The Improving Working Lives (IWL) Standard sets a model of good HR practice against which NHS Employers and their staff can measure the organisation's HR management and against which NHS employers will be kite-marked. The Improving Working Lives Practice Award was achieved by the Trust in 2003 and the Practice Plus Award in November 2005. There are a number of Trust policies in place to support the aims of the IWL standards.

The Equal Opportunities Policy sets out the Trust's commitment to providing equality of employment opportunity for all, along with a zero-tolerance of any form of discrimination. A number of groups are progressing equality and diversity issues within the Trust. The Disability Policy provides an overview of the Trust's support for disabled employees or potential employees. The Trust's Disability Adviser is Jackie Rotherham who can be reached on 0151 702 4223, email jackie.rotheram@lwh.nhs.uk

Melissa Dwyer, 0151 702 4062 (email Melissa.dwyer@lwh.nhs.uk) oversees the management of the Learning and Development service for staff.

The Occupational Health service is contracted to Aintree Hospitals NHS Trust, with a part-time service provided on site by an Occupational Health Physician and Occupational Health Nurse.

Policies and procedures are developed in consultation with the Joint Negotiating Committee (JNC), and the HR policies and procedures can be requested from Liz Edzes, Information Governance Manager, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS.

Email: liz.edzes@lwh.nhs.uk

Tel: 0151 708 9988

13. Communications with the Press and Media Releases

The Trust is committed to promoting Liverpool Women's Hospital NHS Trust in accordance with the Trust's mission statement and to provide effective communications, press and public relations services for the Trust both internally and externally.

All enquiries should be directed to Erica Saunders, Director of Corporate Affairs, who is the Trust's communications lead, in the first instance. She can be contacted at:

Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool L8 7SS

Email – erica.saunders@lwh.nhs.uk

Telephone number – 0151 702 4372

The Trust has a Public Relations and Communications Policy and Guidelines which is available from the Publication Scheme Co-ordinator. A quarterly staff magazine is also produced by the Trust and is available from the Publication Scheme Co-ordinator. Email: liz.edzes@lwh.nhs.uk

The Trust issues press releases to promote and explain the hospital services to the public on a regular basis.

14. Environmental Information

The Trust operated from a number of premises throughout Liverpool although the only property owned by the Trust is the Liverpool Women's Hospital. All other sites are occupied under a service level agreement with a partner healthcare organisation. A full list of our premises is as follows:

	Operated under a Service Level Agreement with:
Liverpool Women's Hospital Crown Street, Liverpool L8 7SS	-
Aintree Centre for Women's Health University Hospital Aintree Lower Lane, Liverpool L9 7AL	Aintree Hospitals NHS Trust
Walton hospital Day Case Surgery Unit Rice Lane, Liverpool	Aintree Hospitals NHS Trust
May Logan Health Centre 294 Knowsley Road, Bootle L25 5DG	South Sefton Primary Care Trust
Speke Health Centre Speke Parade, Speke	South Liverpool Primary Care Trust
Dovecot Health Centre Linbridge Centre, Deysbrook Lane, Liverpool	Central Liverpool Primary Care Trust
Kirkby Health Centre Kirkby Civic Suite Cherryfield Drive, Liverpool L32 8UR	Knowsley Primary Care Trust
Critical Genetics	Alder Hey

The Trust will also publish within this class any information required to be placed in the public domain as a result of the Environmental Information Regulations, any Environmental Enforcement action and associated information.

The Liverpool Women's Hospital situated in the Toxteth area of Liverpool is a fine example of Urban Regeneration. As such, an integral part of its commitment is to ensure the health and well being of the community, do its utmost to ensure that its activities do not adversely effect and impact on the environment.

The Trust is actively working towards establishing an environmental management system as well as other environmental standards and awards, with a commitment to continual improvements, complying with relevant environmental legislation and regulations.

The Trust promotes and encourages at all times, initiatives aimed at conserving natural resources from all members of staff and the public to ensure a sustainable future for all.

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.

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 Liz Edzes, Information Governance Manager, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS.

Email: liz.edzes@lwh.nhs.uk

Tel: 0151 708 9988

However, requests for multiple printouts, or for archived copies of documents which 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- free of charge for leaflets or booklets on, for example, services we offer to the public. A list is available from Liz Edwards, Quality Manager, Liverpool Women's Hospital (NHS) Trust Crown Street, Liverpool, L8 7SS, or e-mail to liz.Edwards@lwh.nhs.uk

- c) "Glossy" or other bound paper copies, or in some cases a CD Rom, video or other mediums, as in our publication lists available from Liz Campbell, Quality Manager, Liverpool Women's Hospital (NHS) Trust Crown Street, Liverpool, L8 7SS, or e-mail to liz.Edwards@lwh.nhs.uk , may attract a charge,

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

The charges will be reviewed regularly.

Copyright

The material available through this Publication Scheme is subject to the 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

or contact:

HMSO Licensing Division
St Clements House
2-16 Colegate
Norwich
NR31BQ

Tel: 01603 621000,
Fax: 01603 723000,
Email: HMSO Licensing

PART THREE: Inspection and Monitoring Bodies, and Useful Resources

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

Audit Commission (www.audit-commission.gov.uk)

British Psychological Society (www.bps.org.uk)

Child Protection Team (www.doh.gov.uk/acpc/)

Commission for Health Improvement (www.chi.nhs.uk)

Confidential Inquiry into Suicides and Homicides
(www.doh.gov.uk/mentalhealth/suicideprevention.html)

Liverpool City Council (www.liverpool.gov.uk)

Coroner's Office (www.homeoffice.gov.uk/justice/legalprocess/coroners/index.html)

Directorate of Counter Fraud Services (www.doh.gov.uk/dcfs)

District Audit (www.district-audit.gov.uk)

Environmental Health offices (www.defra.gov.uk/environment)

General Medical Council (www.gmc-uk.org)

Health and Safety Executive (www.hse.gov.uk)

Health Service Ombudsman (www.chi.gov.uk/eng/about/chi-others)

Health Professions Council (www.hpc-uk.org)

Home Office Mental Health Unit (www.homeoffice.gov.uk)

Medicines Devices Agency (MDA) (www.medical-devices.gov.uk)

Medicines Control Agency (www.mca.gov.uk)

Mental Health Act Commission (www.mhac.trent.nhs.uk)

National Clinical Assessment Authority (www.ncaa.nhs.uk)

National Patient Safety Agency (www.npsa.nhs.uk)

NHS Estates (www.nhsestates.gov.uk)

NHS Litigation Authority (www.nhsla.com)

Nursing and Midwifery Council (www.nmc-uk.org)

Cheshire & Merseyside Strategic Health Authority (www.cmha.nhs.uk)

Useful Resources

Web sites:

www.informationcommissioner.gov.uk

This is the Information Commissioner's web site

www.lcd.gov.uk

This is the Lord Chancellor's Department web site

www.foi.nhs.uk

This is the NHS Freedom of Information web site

Publications

NHS Openness Code- www.doh.gov.uk/nhsexec/codemain.htm

FOI Act 2000 – www.legislation.hmso.gov.uk/acts2000/2000036.htm

FOI Act 2000 Explanatory Notes www.legislation.hmso.gov.uk/acts/en/2000en36.htm

Code of Practice under Section 45 FOI Act 2000 - www.lcd.gov.uk

Code of Practice under Section 46 FOI Act 2000 – www.lcd.gov.uk