



GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme. The publication scheme must:

- publish the classes of information that the authority makes routinely available; and
- tell the public how to access the information and whether information is available free of charge or on payment.

NHS Dumfries and Galloway have adopted the **Model Publication Scheme**, which has been produced and approved by the Scottish Information Commissioner. It will be reviewed regularly, with further amendments being made more frequently if updates are received from the Scottish Information Commissioner.

You can see this scheme on our website at www.nhsdg.co.uk/Freedom-of-Information.

You can also contact us at the address below if you prefer a copy of the “Guide to Information Available through the Publication Scheme”, to be provided in a different format.

The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for NHS Dumfries and Galloway in relation to each class in the Model Publication Scheme;
- state what charges may be applied;
- explain how to find the information easily;
- provide contact details for enquiries and to get help with access to the information; and
- explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2: About NHS Dumfries and Galloway

NHS Scotland is made up of 14 regional NHS Boards, seven special NHS Boards and one public health body.

Each NHS Board is accountable to the Scottish Ministers. Regional NHS Boards are responsible for the protection and the improvement of their population's health and for the delivery of frontline healthcare services. Special NHS Boards support the regional NHS Boards by providing a range of important specialist and national services.

Introducing NHS Dumfries and Galloway

NHS Dumfries and Galloway is a regional NHS Board which has its main HQ at:

Ground North

Mountainhall Treatment Centre

Bankend Road

Dumfries DG1 4TG

Telephone 01387 246 246

Our purpose:

- to deliver excellent care that is person-centred, safe, effective, efficient and reliable; and
- to reduce health inequalities across Dumfries and Galloway

Our Outcomes:

- Improved outcomes for patients that reflect learning from patient experience in order to ensure a person-centred focus is maintained.
- Improved staff experience; and health and wellbeing of staff.
- The delivery of continuous quality improvement and sustainability through services that are effective and efficient.
- All children have the best possible start in life through a variety of interventions, sometimes targeted at vulnerable groups.
- A population in Dumfries and Galloway who are enabled and assisted to have more control over all aspects of their life, health and wellbeing.

Our Corporate Objectives:

1. To reduce health inequalities across NHS Dumfries and Galloway.
2. To promote and embed continuous quality improvement by connecting the range of quality and safety activities which underpin delivery of the three ambitions of the Healthcare Quality Strategy, to deliver a high quality service across NHS Dumfries and Galloway.
3. To review the model of service delivery across Dumfries and Galloway to deliver person-centred services as close to home as clinically possible.
4. To ensure that NHS Dumfries and Galloway has an engaged and motivated workforce that is supported and valued in order to deliver high quality service and achieve excellence for the population of Dumfries and Galloway.
5. To maximise the benefit of the financial allocation by delivering clinically and cost effective services efficiently.
6. Continue to support and develop partnership working to improve outcomes for the people of Dumfries and Galloway.
7. To meet and, where possible, exceed goals and targets set by the Scottish Government Health and Social Care Directorate for NHS Scotland, whilst delivering the measurable targets in the Single Outcome Agreement.

Delivery of these objectives should always be tested against the principles of Best Value, Patient Focus Public Involvement and Partnership Working.

NHS Dumfries and Galloway is responsible providing a comprehensive range of high quality health services in both hospital and community facilities. We also have a duty to protect public health throughout Dumfries and Galloway

Health Boards also work with independent primary care contractors - NHS doctors, dentists, pharmacists and opticians - who are contracted by the Board to provide primary health care services to the local population. Primary care contractors are subject to FOISA in relation to their NHS work but are not covered by this Scheme as they have their own practice-based schemes

To find out more about NHS Dumfries and Galloway visit www.nhsdg.co.uk

Section 3: Accessing Information Under the Scheme

Availability and formats

The information published through this Guide to Information is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see “Section 5 – Our Charging Policy”).

Information in our Guide to Information will normally be available through the routes described below. “Section 10 – Classes of Information” provides more details on the information available under the Guide, along with additional guidance on how the information falling within each ‘class’ may be accessed.

Online:

Most information listed in our Guide to Information is available to download from our website. In many cases a link within Section 10: Classes of Information will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, then for further assistance please contact:

Freedom of Information Officer
NHS Dumfries and Galloway
Ground Floor North
Mountainhall Treatment Centre
Bankend Road
Dumfries
DG1 4AP

e-mail: dg.feedback@nhs.net

telephone: 01387 272752

By email:

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

All information in the guide will be available in hard copy form for example, paper copies. Hard copies of information can be requested from us over the telephone.

Please call us to request information available under this scheme.

By post:

You can also request hard copies of any information in the Guide by post.

Please address your request to:

Freedom of Information Officer
NHS Dumfries and Galloway
Ground Floor North
Mountainhall Treatment Centre
Bankend Road
Dumfries
DG1 4AP

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 5: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal visits:

If you prefer to visit us to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within Section 10 – Classes of Information, and contact details will be provided within the relevant class.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Exempt information

We will publish all the information we hold that falls within the classes of information in the Model Publication Scheme. We publish this information in Section 10 of this guide. If a document contains information that is exempt under Scotland’s freedom of information laws (for example personal information or commercial interests), we will remove or redact (black out) the information before publication and explain why.

Section 4: Information that we may withhold

All information covered by our Guide to Information can either be accessed through our website or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner’s Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in “Section 10 – Classes of Information”. Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests or endanger the protection of the environment.

Information may also be withheld if it is another person's personal information and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to "Section 8 – Contact details for enquiries, feedback and complaints".

Section 5: Our Charging Policy

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website, at our premises or where it can be sent to you electronically by email.

We may charge you for providing information to you, for example photocopying and postage, but we will only charge you what it actually costs us to do.

We will always tell you what the charge is and how it has been calculated before providing the information to you. We will not provide you with the information until payment has been received.

Photocopying charges are shown below:

Size of paper / alternative format	Black and White Pence per sheet	Colour Pence per sheet
A4	10p	20p
A3	20p	40p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge you no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Details of any individual charges which differ from the above charging policy are provided within "Section 10 – Classes of information"

Section 6: Copyright

NHS Dumfries and Galloway hold the copyright for the vast majority of information in this Publication Scheme. All of this information can be copied or reproduced without our formal permission provided it is copied or reproduced accurately, is not used in a misleading context, is not used for profit and provided that the source of the material is identified.

Providing access to information does not mean that copyright has been waived, nor does it give the recipient the right to re-use information for commercial purposes. If you intend to re-use information obtained from the Scheme, and you are unsure whether you have the right to do so, please make a request to

Freedom of Information Officer
NHS Dumfries and Galloway
Ground Floor North
Mountainhall Treatment Centre
Bankend Road
Dumfries
DG1 4AP

E-mail: dg.feedback@nhs.net

Telephone: 01387 272752

To re-use the information. Your request will be considered under the **Re-use of Public Sector Information Regulations 2005** which may provide the right to impose a charge. In the event that a charge is payable you will be advised what this is and how it is calculated. If you require more information on the re-use of information go to www.oqps.gov.uk or contact the Freedom of Information Officer (contact details above).

The Publication Scheme may contain information where the copyright holder is not NHS Dumfries and Galloway. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. This includes, for example, Ordnance Survey Maps which are Crown Copyright.

Section 7: Records Management Policy

NHS Dumfries and Galloway regard its records as a major asset of the organisation. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. NHS Dumfries and Galloway Records Management Policy can be found in Section 10 Classes of Information - Class 5.

Section 8: Contact details for enquiries, feedback and complaints

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme, this means we will review our Guide to Information from time to time.

As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

You may, for example wish to tell us about:

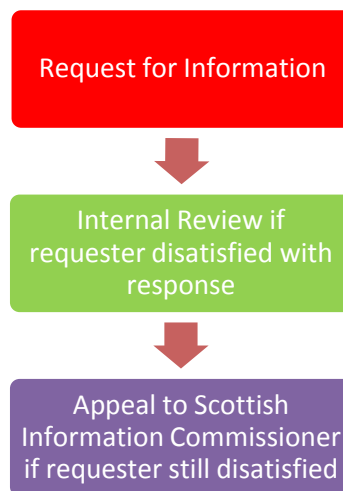
- other information that you would like to see included in the guide;
- whether you found the guide easy to use;
- whether you found the guide to information useful;
- whether our staff were helpful; and
- other ways in which our guide to information can be improved.

Our aim is to make our guide to information as user-friendly as possible and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within three working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response.

These rights apply only to information requests made in writing¹ or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and, if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.



The Commissioner’s website has a guide to this three step process and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

Her office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info/YourRights

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Freedom of Information Officer
NHS Dumfries and Galloway
Ground Floor North
Mountainhall Treatment Centre
Bankend Road
Dumfries
DG1 4AP

e-mail: dg.feedback@nhs.net
telephone: 01387 272752

¹ Verbal requests for environmental information carry similar rights

Section 9: How to Access Information which is not available in the Guide to Information

If the information you are seeking is not available through the Model Publication Scheme (as described in this Guide) then you may wish to request it from us.

The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme (and described in this Guide), please write to:

Freedom of Information Officer
NHS Dumfries and Galloway
Ground Floor North
Mountainhall Treatment Centre
Bankend Road
Dumfries
DG1 4AP

E-mail: dg.feedback@nhs.net

Charges for information which is not available under the scheme:

The charges for information which is available under NHS Dumfries and Galloway's Guide to Information are set out under "Section 5 – Our Charging Policy".

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information being requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different.

We do not charge for the time to determine whether we hold the environmental information requested or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g. photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to NHS Dumfries and Galloway of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY**Class description:**

Information about NHS Dumfries and Galloway, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class includes:	Description	How to access it/details of any charges
About Us		
Organisation's Purpose, Mission Statement Vision & Values	Our Purpose, vision & values / mission statement describes why we are here? Where we are going & how do we deliver.	https://www.nhsdg.co.uk/corporate-governance/
Contact Details	Address and contact details for NHS Dumfries and Galloway's headquarters and hospitals, including opening times, are available at	https://www.nhsdg.co.uk/contact/
Organisational Chart	Details the organisational structure of NHS Dumfries and Galloway	https://www.nhsdg.co.uk/nhs-board/
Our Board	<p>Details of Board Members and Executive Directors, and their contact details.</p> <p>The Board papers can be found here.</p> <p>Schedule of forthcoming Board meeting dates.</p> <p>Board Members Declarations of Interest and their Register of Gifts and Hospitality.</p> <p>Board Members expenses</p>	<p>https://www.nhsdg.co.uk/nhs-board/</p> <p>https://www.nhsdg.co.uk/board-papers-and-performance/</p> <p>https://www.nhsdg.co.uk/corporate-governance/</p>

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY**Class description:**

Information about NHS Dumfries and Galloway, who we are, where to find us, how to contact us, how we are managed and our external relations.

Directors	List of NHS Dumfries and Galloway's Directors including their roles and responsibilities.	https://www.nhsdg.co.uk/nhs-board/
Governance	Details of NHS Dumfries and Galloway's corporate governance e.g. governance policy, risk register, codes of conduct, standing orders and other governance information. Our policies, including standing orders, code of conduct can be found at:	https://www.nhsdg.co.uk/corporate-governance/
News	News about NHS Dumfries and Galloway e.g. news releases, newsletters.	https://www.nhsdg.co.uk/news/
External relations and working with others		
Partnership Opportunities	Information on working in partnership with Dumfries and Galloway Council.	NHS Dumfries and Galloway works in collaboration with other partners as required. Engagement and consultation is governed by Scottish Government policy

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY**Class description:**

Information about NHS Dumfries and Galloway, who we are, where to find us, how to contact us, how we are managed and our external relations.

Partnership Agreements and Strategic Agreements with other organisations.	<p>Details of our Partnership Agreements and any other strategic agreements we have with other bodies e.g. Memoranda of Understanding. Information Sharing Protocols [Contract information can be found in Class 6.]</p> <p>Agreements with other Health Boards or other public authorities for the provision of services.</p>	<p>NHS Dumfries and Galloway has Service Level Agreements (SLAs) with other Health Boards to cover cross boundary flows</p>
Information on rights, how to make a request		
How to make a freedom of information request	How to request information, contacts details for FOI section/unit.	https://www.nhsdg.co.uk/freedom-of-information/
How to make a request for personal information	How to apply your rights under the Data Protection Act 1998 and request personal information held by NHS Dumfries and Galloway about you.	<p>https://www.nhsdg.co.uk/data-protection-notice/</p> <p>Contact The Data Protection Team Scanning Bureau - Health Records Department Dumfries & Galloway Royal Infirmary Cargenbridge , Dumfries DG2 8RX Email: dumf-uhb.DPA-Office@nhs.net</p>

CLASS 1: ABOUT NHS DUMFRIES AND GALLOWAY**Class description:**

Information about NHS Dumfries and Galloway, who we are, where to find us, how to contact us, how we are managed and our external relations.

Model Publication Scheme	NHS Dumfries and Galloway have adopted the Scottish Information Commissioner's Model Publication Scheme.	https://www.nhsdg.co.uk/freedom-of-information/
Guide to Information	NHS Dumfries and Galloway's Guide to Information it makes available under the Model Publication Scheme.	https://www.nhsdg.co.uk/freedom-of-information/
Charging Schedule	NHS Dumfries and Galloway's charging schedule for published information NHS Dumfries and Galloway's charging schedule for environmental information.	Please see Section 5 of the "Guide to Information Available Through the Model Publication Scheme". Please see Section 9 of the "Guide to Information Available Through the Model Publication Scheme".

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES**Class description:**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class includes:	Description	How to access it/details of any charges
Corporate Strategy	<p>Provides a high level overview on where we are as an organisation, what we are aiming to achieve and the actions we need to take to get there.</p> <p>Local Delivery Plans.</p> <p>Corporate strategies, policies</p>	<p>https://www.nhsdg.co.uk/publications/</p>
Our Services	Service finder – an A to Z of the services we provide	<p>https://www.nhsdg.co.uk/find-services-near-me/</p> <p>https://www.nhsdg.co.uk/departments-and-services/</p>
Our Hospitals Visiting times	<p>Visiting hours can be access via the homepage and clicking on the relevant hospital.</p> <p>Alternatively you can phone 01387 246246</p>	<p>https://www.nhsdg.co.uk/find-services-near-me/</p>
Corporate policies and procedures.	<p>Corporate-wide policies can found.</p> <p>For example, Whistleblowing policy, CCTV policy.</p>	<p>https://www.nhsdg.co.uk/publications/</p>

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES**Class description:**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class includes:	Description	How to access it/details of any charges
How to access our services	Information about how to locate health services. This includes: Directions and maps to main hospitals. Please click on the name of the hospital for more detailed information, including location map, telephone number, wards and visiting times. Directory of Health Centres and Clinic Premises Primary Care Services: Dental Services/General Dental Practitioners; GPs/GP Surgeries Optometrists and Opticians Pharmacies	<p>How to find us Acute Hospital https://www.nhsdg.co.uk/find-services-near-me/</p> <p>GPs/Dentists/Opticians/Pharmacies https://www.nhsdg.co.uk/find-services-near-me/</p> <p>Directory of Health Board Services https://www.nhsdg.co.uk/departments-and-services/</p>
How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details.	https://www.nhsdg.co.uk/how-did-we-do/
Jobs at NHS Dumfries and Galloway	Our current vacancies can be found on the NHS Scotland Jobtrain website* * These are an external websites NHS Dumfries and Galloway is not responsible for the content of these sites.	https://apply.jobs.scot.nhs.uk/vacancies.aspx Or available in hard copy from dg.recruitment@nhs.net

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED**Class description:**

Information about the decisions we take how we make decisions and how we involve others.

The information we publish under this class includes:	Description	How to access it/details of any charges
NHS Board meetings	Agendas and papers for past NHS Board meetings and approved minutes of Board meetings.	https://www.nhsdg.co.uk/board-papers-and-performance/
Board standing orders for the conduct of business	A copy of the Standing Orders, Corporate Codes and Register of Members Interests is available.	https://www.nhsdg.co.uk/corporate-governance/
Scheme of Delegation		https://www.nhsdg.co.uk/publications/
Public consultation and engagement strategies	Details of how we inform and engage with service users, families and key stakeholders. Details of current and previous public consultations.	https://www.nhsdg.co.uk/information-and-engagement/
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations carried out by website a range of external bodies are available on NHS Dumfries and Galloway's website.	Regulatory Inspections, audits and investigations are uploaded to the website following publication.
Environmental Impact Assessment Reports	Reports undertaken in compliance with the Town and Country Planning (Environmental) Impact Assessment (Scotland) Regulations 2017	No environmental impact assessments undertaken

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT**Class description:**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class includes:	Description	How to access it/details of any charges
Annual Accounts (Exchequer)	Statutory financial statements, Directors report including Board member and senior employees' remuneration. Governance statement Independent auditors report	https://www.nhsdg.co.uk/publications/
Annual Accounts (Endowment Funds)	Statutory financial statements Trustees report and Statement of Trustees Responsibilities Independent Auditors Report	https://www.nhsdg.co.uk/publications/
Public Services Reform (Scotland) Act 2010	Public Relations Expenditure Overseas Travel Expenditure Hospitality and Entertainment Expenditure Supplier payments over £25,000 Employees with remuneration in excess of £150,000 Sustainable economic growth information Efficiency, Effectiveness and Economy information	https://www.nhsdg.co.uk/publications/

Financial Plan	Revenue /Capital Financial Plan	
Financial Polices	Standing Financial Instructions Scheme of Delegation Expenses policy	https://www.nhsdg.co.uk/publications/
Financial Monitoring Reports	Overview in-year financial reports Board Member Expenses	https://www.nhsdg.co.uk/publications/ https://www.nhsdg.co.uk/publications/
Pay and Grading Structure	Information held within the Circular PCS(AFC)2016/2 can be viewed from the Scottish Government link.	www.sehd.scot.nhs.uk
CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES		
Class description:		
Information about how we manage the human, physical and information resources of the authority.		
The information we publish under this class includes:	Description	How to access it/details of any charges
Human Resources		
Current policies	Human resources policies which are currently in use including	https://www.nhsdg.co.uk/publications/

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class includes:	Description	How to access it/details of any charges
	recruitment, discipline and grievance, standard of business conduct, stress, whistle-blowing, volunteering, working time and policies for our staff, single equality scheme	
Strategies	Information about our key priorities including the staff governance action plan	https://www.nhsdg.co.uk/publications/
Staffing	Information about our staffing establishment is published by the Information Services Division of NHS National Services Scotland (ISD). Please note that NHS Dumfries and Galloway is not responsible for the content of this website.	www.isdscotland.org/Health-Topics/Workforce/
Employee relations	Information about partnership arrangements and facilities agreements in place including area partnership forums, HR forums and staff development groups	https://www.nhsdg.co.uk/publications/
Equality and Diversity at NHS Dumfries & Galloway	Annual report	https://www.nhsdg.co.uk/equality-and-diversity/

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class includes:	Description	How to access it/details of any charges
Registers	Staff interests and Gifts and hospitality	https://www.nhsdg.co.uk/publications/
Volunteering	Working with us	https://www.nhsdg.co.uk/volunteering/
Jobs at NHS Dumfries and Galloway	<p>Our current vacancies can be found on the NHS Scotland Recruitment website*</p> <p>* This is an external website NHS Dumfries and Galloway is not responsible for the content of this site.</p>	<p>https://apply.jobs.scot.nhs.uk/vacancies.aspx Or available in hard copy from dg.recruitment@nhs.net</p>
Information Resources		
Records management	Information on records management including codes of practice, records management plan, health records policy, administrative records policy, and the removal of data from vacated	https://www.nhsdg.co.uk/publications/

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:****Information about how we manage the human, physical and information resources of the authority.**

The information we publish under this class includes:	Description	How to access it/details of any charges
	properties policy.	
Information assurance and management	Information on using, protecting and the fair processing of another person's personal information and also information security, including the information assurance strategy, information governance standards, information asset registers, IG toolkit, fair processing notice, data protection principles, Caldicott guardian principles, and how to submit subject access requests.	https://www.nhsdg.co.uk/publications/
Freedom of Information	Information about the freedom of information policy and how to submit a request. Information about the Data Protection Policy or Subject Access requests can be found within the Freedom of Information Policy.	https://www.nhsdg.co.uk/freedom-of-information/

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class includes:	Description	How to access it/details of any charges
Knowledge management	<p>Information on the knowledge interaction implementation group including a list of projects being carried out and contact details for further information.</p> <p>Information on knowledge information strategy in the NHS is published by NHS Education for Scotland (NES). Please note that NHS Dumfries and Galloway is not responsible for the content of this site.</p>	<p>www.nes.scot.nhs.uk</p>
Statistics	<p>Health information is published by Public Health Scotland previously the Information Services Division of NHS National Services Scotland (ISD). You can find statistical information here on cancer, child health, deaths, dental care, drugs and alcohol misuse, emergency care, equality and diversity, eye care, finance, general practice,</p>	<p>https://www.publichealthscotland.scot/ https://www.isdscotland.org/</p>

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class includes:	Description	How to access it/details of any charges
	<p>health and social care, health conditions, heart diseases, hospital care, maternity and births, mental health, prescribing and medicines, public health, quality indicators, healthcare audits, sexual health, stroke and waiting times. Please note that NHS Dumfries and Galloway is not responsible for the content of this site.</p>	

Physical Resources

<p>Property or rental</p>	<p>Property management information is published including:</p> <ul style="list-style-type: none"> - Property and Asset Management Strategy which details the property owned and occupied by NHS Dumfries and Galloway - Fire policy and procedures and annual fire safety report which detail compliance and management of fire safety 	
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CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class includes:	Description	How to access it/details of any charges
	<ul style="list-style-type: none"> - Sustainability policy and annual report setting out objectives and actions on sustainability <p>PFI contracts and Initial agreements, outline business cases and full business cases are published in line with Scottish Capital Investment Manual guidance.</p>	

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS**Class description:****Information about how we procure goods and services, and our contracts with external providers**

The information we publish under this class includes:	Description	How to access it/details of any charges
Procurement Policies	Standing Financial Instructions	
Invitations to Tender	<p>Invitations to tender can be found on the Public Contracts Scotland Advertising Portal*</p> <p>* This is an external website NHS Dumfries and Galloway is not responsible for the content of this site.</p>	<p>www.publiccontractsscotland.gov.uk</p>
Contracts	<p>A list of contracts which have gone through formal tendering can be found at Public Contracts Scotland Advertising Portal*</p> <p>* This is an external website NHS Dumfries and Galloway is not responsible for the content of this site.</p>	<p>www.publiccontractsscotland.gov.uk</p>

CLASS 7: HOW WE ARE PERFORMING**Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services.

The information we publish under this class includes:	Description	How to access it/details of any charges
Key Performance Indicators	Information on NHS Dumfries and Galloway's key performance indicators and performance against them. This includes information such as: <ul style="list-style-type: none"> • Local Delivery Plans • HEAT Targets • Access to Treatment / waiting times • Delayed Discharges • Infection Control reports and information • Healthcare Associated Infection (HAI) reports 	https://www.nhsdg.co.uk/board-papers-and-performance/
Audits & Inspections	Information about audits and inspections carried out by external bodies - for example, Healthcare Environment Inspectorate (HEI) .	www.healthcareimprovementscotland.org
Annual Performance Report	Includes information on the Annual Accountability Review and Annual Accounts.	https://www.nhsdg.co.uk/publications/

CLASS 7: HOW WE ARE PERFORMING**Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services.

The information we publish under this class includes:	Description	How to access it/details of any charges
Patient feedback	Information on how to provide feedback on our services.	https://www.nhsdg.co.uk/publications/
Complaints	Complaints statistics	https://www.nhsdg.co.uk/board-papers-and-performance/
Scottish Public Service Ombudsman (SPSO)	Findings and our responses	https://www.spsso.org.uk/our-findings
Mainstreaming equality reports Employee and board equality monitoring reports	Reports produced under the Equality 2010 (Specific Duties) (Scotland) Regulations 2018, as amended	https://www.nhsdg.co.uk/equality-and-diversity/

CLASS 8: COMMERCIAL PUBLICATIONS**Class description:**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal

The information we publish under this class includes:	Description	How to access it/details of any charges
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We do not publish any information in this class

CLASS 9: OUR OPEN DATA**Class description:**

Open Data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The information we publish under this class includes:	Description	How to access it/details of any charges
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Open Data Publication Plan	We do not currently publish any information in this class	
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Datasets and Metadata	We do not currently publish any information in this class	
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