

PUBLICATION SCHEME – 14 APRIL 2015

Classes of published information	Where this information is published
<p>Who we are and what we do</p> <p>Organisational information, structures, locations and contacts. We would expect information in this class to be current information only.</p>	
<p>How we fit into the NHS structure</p>	
<ul style="list-style-type: none"> How the organisation fits into the local and national NHS structure. 	<p>http://www.surreydownsccg.nhs.uk/about-us/the-big-picture/</p>
<ul style="list-style-type: none"> Outline and detailed information about the role and responsibilities of the authority should be provided. 	<p>http://www.surreydownsccg.nhs.uk/about-us/surrey-downs-ccg/our-constitution/</p>
<p>Organisational structure</p>	
<ul style="list-style-type: none"> Details of board or governing body members and other key personnel. 	<p>http://www.surreydownsccg.nhs.uk/about-us/our-governing-body/</p>
<ul style="list-style-type: none"> Explanation of the internal structure of the authority and how the structure relates to roles and responsibilities. 	<p>http://www.surreydownsccg.nhs.uk/about-us/surrey-downs-ccg/our-structure/</p>
<ul style="list-style-type: none"> Details of the general practices who are members of the CCG. 	<p>http://www.surreydownsccg.nhs.uk/about-us/your-local-nhs/</p>

<p>Lists of and information relating to key organisations with which the authority works in partnership</p> <p>Must be sufficient for the purposes of identifying the relationship between these bodies and the authority.</p>	<p>http://www.surreydownsccg.nhs.uk/about-us/your-local-nhs/surrey-ccgs/</p> <p>http://www.surreydownsccg.nhs.uk/about-us/your-local-nhs/our-providers/</p>
<p>Senior executives and management board/governing body members</p>	
<ul style="list-style-type: none"> • Identification of, responsibilities of and biographical details of those making strategic and operational decisions. 	<p>http://www.surreydownsccg.nhs.uk/about-us/our-governing-body/meet-the-governing-body/</p>
<p>Location and contact details for all public-facing departments</p> <p>If possible, named contacts should be given.</p>	<p>http://www.surreydownsccg.nhs.uk/contact-us</p> <p>http://www.surreydownsccg.nhs.uk/your-health/our-services/nhs-continuing-healthcare/</p> <p>http://www.surreydownsccg.nhs.uk/your-health/our-services/individual-funding-requests/</p> <p>http://www.surreydownsccg.nhs.uk/your-health/our-services/referral-support-service/</p> <p>http://www.surreydownsccg.nhs.uk/get-informed/news/</p>
<p>What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p>	

Financial information for the current and previous financial year should be available, for directorates or departments as cost units where possible.

<p>Financial statements, budgets and variance reports</p>	
<ul style="list-style-type: none"> • Sufficient detail to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and the other. 	<p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'SDCCG annual report 2013-14'</p> <p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *Commissioning intentions and plans</p> <p>http://www.surreydownsccg.nhs.uk/about-us/our-governing-body/ *monthly finance report provides projected and actual spend</p>
<ul style="list-style-type: none"> • Revenue budgets and budgets for capital expenditure should be included. 	<p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'SDCCG annual report 2013-14'</p>
<ul style="list-style-type: none"> • Items of expenditure over £30,000, including costs, supplier and transaction information. 	<p>http://www.surreydownsccg.nhs.uk/get-informed/financial-information/</p>
<p>Financial audit reports</p>	<p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'Annual report 2013-14' includes external audit and internal audit opinion</p>
<p>Capital programme</p>	<p>All land and building assets utilised by the CCG</p>

<p>Major plans for capital expenditure including any public-private partnership contracts</p>	<p>are managed by NHS Property Services: http://www.surreydownsccg.nhs.uk/get-informed/financial-information/</p>
<p>Staff and Board members' allowances and expenses</p> <ul style="list-style-type: none"> • Allowances and expenses paid to individual senior staff and management board or governing body members (by categories in line with policies e.g. travel, subsistence etc.). 	<p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'SDCCG annual report 2013-14'</p>
<p>Staff pay and grading structures</p> <ul style="list-style-type: none"> • Should, as a minimum, include senior staff salaries. The salaries should be stated in bands of £5,000. 	<p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'SDCCG annual report 2013-14'</p>
<p>Staff pay and grading structures</p> <ul style="list-style-type: none"> • The 'pay multiple' – the ratio between the highest salary and the median salary. 	<p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'SDCCG annual report 2013-14' pp79</p>
<p>Funding (including endowment funds)</p>	<p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'SDCCG annual report 2013-14'</p>
<p>Procurement and tendering procedures</p>	<p>Details of contracts currently being tendered by the CCG are published in the Official Journal of the European Union (OJEU):</p>

	http://www.surreydownsccg.nhs.uk/get-informed/financial-information/
<p>Details of contracts currently being tendered</p> <p>This will include OJEC adverts and other contracts currently available for public tender.</p>	http://www.surreydownsccg.nhs.uk/get-informed/financial-information/
<p>List and value of contracts awarded</p> <ul style="list-style-type: none"> • Details of contracts, invitations to tender and procurement frameworks that exceed £30,000 (value of contract, summary of contract and identity of parties). 	http://www.surreydownsccg.nhs.uk/about-us/our-governing-body/ *reporting via Chief Executive's report
<p>What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p>	
Annual Report	http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'SDCCG annual report 2013-14'
Annual business and/or commissioning plan	http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'SDCCG annual report 2013-14'
Targets, Aims and Objectives	http://www.surreydownsccg.nhs.uk/get-informed/publications/ *see "strategies"

Strategic Direction document (5 year plan)	http://www.surreydownsccg.nhs.uk/get-informed/publications/ *see “strategies”
Performance against targets/ framework	http://www.surreydownsccg.nhs.uk/about-us/our-governing-body/
Reports by regulatory organisations e.g. CQC	http://www.surreydownsccg.nhs.uk/about-us/governance/
Audit reports delivered at board/governing body inc. clinical and corporate governance	http://www.surreydownsccg.nhs.uk/about-us/corporate-information/annual-report-and-accounts *PDF document ‘Annual report 2013-14’ includes external audit and internal audit opinion
Service User Surveys	http://www.surreydownsccg.nhs.uk/get-involved/have-your-say/ http://www.surreydownsccg.nhs.uk/get-informed/our-projects/
How we make decisions Decision making processes and records of decisions for at least the current and previous three years.	http://www.surreydownsccg.nhs.uk/about-us/surrey-downs-ccg/our-constitution/
Board papers – agenda, supporting papers and minutes <ul style="list-style-type: none"> • Management board/governing body minutes. 	http://www.surreydownsccg.nhs.uk/about-us/our-governing-body/
Board papers – agenda, supporting papers and	None

<p>minutes</p> <ul style="list-style-type: none"> • Similar meetings where decisions are made about the provision of services. 	
<p>Patient and public engagement strategy</p>	<p>http://www.surreydownsccg.nhs.uk/get-informed/publications/ *PDF document 'Communications and engagement strategy 2014 16'</p>
<p>Public consultations</p>	
<ul style="list-style-type: none"> • Consultation papers or information about where the papers can be obtained. 	<p>http://www.surreydownsccg.nhs.uk/get-involved/have-your-say/</p> <p>http://www.surreydownsccg.nhs.uk/get-informed/our-projects/</p>
<ul style="list-style-type: none"> • The results of consultation exercises. 	<p>http://www.surreydownsccg.nhs.uk/get-involved/have-your-say/</p> <p>http://www.surreydownsccg.nhs.uk/get-informed/our-projects/</p>
<p>Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	
<p>Policies and procedures relating to the conduct of business and the provision of services.</p>	<p>http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/</p>
<ul style="list-style-type: none"> • Procedures for handling requests for information. 	<p>http://www.surreydownsccg.nhs.uk/get-</p>

	informed/information-we-hold/ http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/
<ul style="list-style-type: none"> • Health and Safety. 	http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/
<ul style="list-style-type: none"> • Human resources including recruitment and employment policies. 	http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/
<ul style="list-style-type: none"> • Equality and Diversity policies and Equality Scheme. 	http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/
Details of current vacancies	http://www.surreydownsccg.nhs.uk/get-involved/careers/
Standing financial procedures/instructions	http://www.surreydownsccg.nhs.uk/about-us/surrey-downs-ccg/our-constitution/ *Appendix F Financial Policies
Standing orders	http://www.surreydownsccg.nhs.uk/about-us/surrey-downs-ccg/our-constitution/ *Appendix D Standing Orders
Complaints and other customer service policies and procedures	http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/
<ul style="list-style-type: none"> • Standards for providing services 	http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/ *Comments, complaints, concerns and

	compliments policy'
<ul style="list-style-type: none"> • Include how to request information and operating the publication scheme. 	http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/ *PDF Document 'Freedom of information policy'
Data protection / records management/ Caldicott Guardian <ul style="list-style-type: none"> • Information security policies. 	http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/
Data protection / records management/ Caldicott Guardian <ul style="list-style-type: none"> • Records retention, destruction and archive policies. 	http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/ *'Records management policy'
Data protection / records management/ Caldicott Guardian <ul style="list-style-type: none"> • Data protection (including data sharing) and patient confidentiality policies. 	http://www.surreydownsccg.nhs.uk/get-informed/information-we-hold/ http://www.surreydownsccg.nhs.uk/get-informed/policies-and-procedures/ *'Confidentiality policy'
Estate management	http://www.surreydownsccg.nhs.uk/get-informed/financial-information/
Charging regimes and policies Details of any statutory charging regimes should be provided, inc. how payment made and how prices are calculated.	http://www.surreydownsccg.nhs.uk/get-informed/information-we-hold/freedom-of-information/

<p>If charges a fee for licensing the re-use of datasets, it should state how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation.</p>	
<p>Lists and registers</p>	
<p>Any information the authority is currently legally required to hold in publicly available registers</p>	<p>http://www.surreydownsccg.nhs.uk/about-us/our-governing-body/ *Register of interests taken at every meeting of governing body</p>
<p>List of main contractors / suppliers</p>	<p>http://www.surreydownsccg.nhs.uk/about-us/your-local-nhs/our-providers/</p>
<p>Asset registers</p> <p>Would expect the location of public land and building assets and key attribute information.</p>	<p>All land and building assets utilised by the CCG are managed by NHS Property Services:</p> <p>http://www.surreydownsccg.nhs.uk/get-informed/financial-information/</p>
<p>Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the authority</p>	<p>None</p>
<p>Any register of interests kept in the authority</p>	<p>http://www.surreydownsccg.nhs.uk/about-us/our-governing-body/ *Register of interests taken at every meeting of governing body</p>

The services we offer	
Leaflets, guidance and newsletters	Across site
Clinical services provided and/or commissioned	Across site
Non-clinical services	http://www.surreydownsccg.nhs.uk/your-health/our-services/
Services for which the authority is entitled to recover a fee	None
Patient information leaflets	Across site
Patient Advice and Liaison Service	http://www.surreydownsccg.nhs.uk/get-involved/give-us-feedback/
Advice and guidance	http://www.surreydownsccg.nhs.uk/your-health/ Across site
Corporate communications & media releases	http://www.surreydownsccg.nhs.uk/get-informed/news/