

Publication Scheme:

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications detailed in this document.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The publication scheme will help you to find the following information:

- Who we are and what we do;
- What we spend and how we spend it;
- What our priorities are and how we are doing;
- How we make decisions;
- Our policies and procedures;
- Lists and Registers;
- The services we offer;
- What is not included in the Publication Scheme;
- Does this scheme affect my patient confidentiality?;
- Charging;
- Exemptions;
- Records Management;
- Copyright;
- Equality and Diversity.

Classes of Information

Who we are and what we do

Birmingham Women's and Children's NHS Foundation Trust (BWC) brings together the very best in paediatric and women's care in the region and is proud to have many UK and world-leading surgeons, doctors, nurses, midwives and other allied healthcare professionals on our team.

Birmingham Children's Hospital is the UK's leading specialist paediatric centre, caring for sick children and young people between 0 and 16 years of age. Based in the heart of the city centre, it is a world leader in some of the most advanced treatments, complex surgical procedures and cutting edge research and development. The hospital is a nationally designated specialist centre for epilepsy surgery and also boasts a paediatric major trauma centre for the West Midlands, a national liver and small bowel transplant centre and a centre of excellence for complex heart conditions, the treatment of burns, cancer, liver and kidney disease.

It's also home to one of the largest Child and Adolescent Mental Health Services in the country, comprising of a dedicated inpatient Eating Disorder Unit and Acute Assessment Unit for regional referrals of children and young people with the most serious of problems (Tier 4) and the Forward Thinking Birmingham community mental health service for 0 to 25 year olds.

Birmingham Women's Hospital is a centre of excellence, providing a range of specialist health care services to over 50,000 women and their families every year from Birmingham, the West Midlands and beyond. As well as delivering over 8,000 babies a year, it offers a full range of gynaecological, maternity and neonatal care, as well as a comprehensive genetics service, which serves men and women. Its fertility centre is one of the best in the country, while the fetal medicine centre receives regional and national referrals. The hospital is also an international centre for education, research and development with a research budget of over £3 million per year. In 2016, it was announced as the national miscarriage research centre – the first of its kind in the UK - in partnership with Tommy's baby charity.

The Trust follows Government strategy, encapsulated in The NHS Plan and National Service Frameworks.

Details of the Trust, organisational structures and key personnel are set out below:-

Information item / description	Availability and Links	£ = Possibility of charge
The Annual Report : The Annual Report typically contains a summary of the Annual Accounts, performance, events and achievements during the year, and outlines future	The contents can be found on our website bwc.nhs.uk	£ for supporting information £ depending on

<p>prospects. It also tells you who is on the Board and what they are responsible for.</p> <p>Organisational Structure :</p> <p>A list of consultants by specialty is also available.</p> <p>Register of Interests of Board Members All members of the Board of Directors are required to make known at each meeting any declaration of interest. This information is also recorded in the register of the Declaration of Interests</p> <p>Maps : Where we are and how to reach us</p>	<p>Publication Scheme Coordinator Bwc.freedomofinformation@nhs.net</p> <p>Publication Scheme Coordinator Bwc.freedomofinformation@nhs.net</p> <p>Publication Scheme Coordinator Bwc.freedomofinformation@nhs.net</p> <p>The Register of the Declaration of Interests of the Board of Directors is held by the Company Secretary and can be accessed by the Company Secretary. Tel: 0121 333 8433</p> <p>bwc.nhs.uk</p>	<p>level of detail</p>
<p>Partnering Organisations</p>	<p>Availability and Links</p>	<p>Possible charge</p>
<p>Social Services</p> <p>St Pauls Cars, A4 MTS and St John's Ambulance: are contracted to provide patient transport.</p>	<p>www.birmingham.gov.uk/info/20131/childrens_services</p> <p>For more details please contact: Publication Scheme Coordinator Bwc.freedomofinformation@nhs.net</p>	<p>£ [N.B. these organisations will be developing their own schemes and setting their own conditions, including charging regimes.] £</p>

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts can be found within the documentation set out below, including funding details, charging policies and financial accounts:-

Information item / description	Availability and Links	£ = Possibility of charge
<p>Annual Accounts : A statement of income and expenditure for the most recent (available) financial year (April – March). It lists current funds and assets alongside commitments, liabilities, and Directors' remuneration. It also contains an external audit "certificate" and "guarantees" of financial probity, signed by the Chief Executive and the Director of Finance.</p> <p>Annual Audited Accounts:</p> <p>Charitable Donations: The fundraising department has a dedicated webpage on the website where donations can be made directly to BCH charities</p> <p>Private Patient Activity Information The Private Patients' office is able to facilitate admissions covered by health insurance, government/agency sponsored and self-funding patients. We are able to place patients in contact with consultants in most specialities within the hospital.</p>	<p>A summary appears as part of the Annual Report. Sections of this appear with other financial information on our website bwc.nhs.uk</p> <p>bwc.nhs.uk</p> <p>Contact: http://www.bch.org.uk The Fundraising Department Birmingham Children's Hospital NHS Foundation Trust, Steelhouse Lane, Birmingham, B4 6NH Tel: 0121 333 8506</p> <p>Tel: 0121 333 8389</p>	

<p>PUWER (the Provision and Use of Work Equipment Regulations) Policy; The processes which the Trust adheres to when awarding contracts.</p> <p>Standard Terms and Conditions: OJEC Adverts: European Community regulations and guidance on projects and tendering.</p> <p>Purchasing and Supplies : Lists of approved companies, goods and services.</p>	<p>Publication Scheme Coordinator Bwc.freedomofinformation@nhs.uk</p> <p>www.ojec.com</p> <p><i>The Trust's procurement contract opportunities and contract awards over £25K are published on the Government website Contracts Finder. Further information can be found at www.gov.uk/contracts-finder</i></p> <p>Payments to Suppliers can be found at the link below: https://bwc.nhs.uk/download.cfm?doc=docm93jijm4n2200.xlsx&ver=2974</p>	
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What our priorities are and how we are doing?

Information regarding strategy and performance, plans, assessments, inspections and reviews is contained within the following documentation:-

This includes financial targets, aims and objectives and key performance indicators.

Information item / description	Availability and Links	£ = Possibility of charge
<p>Purpose of the Trust: The Quality Account details a range of commitments the Trust has made to ensure continuous improvement in the service we provide.</p> <p>Waiting lists and overall performance: Information about the Trusts overall Performance can be found on the Care Quality Commission's website. Examples include readmission rates, indicators of</p>	<p>bwc.nhs.uk</p> <p>www.cqc.org.uk</p>	

<p>pressure and progress against National Service Framework targets.</p> <p>Information Governance (IG): IG encompasses seven areas:</p> <ul style="list-style-type: none"> • Freedom of Information Act 2000 • Confidentiality Code of Practice & Data Protection Assurance • Records Management • Information Quality Assurance • Information Security Assurance • Information Governance Management <p>The Trust undertakes annual assessments of improvements in these areas.</p> <p>Population and Lifestyle Characteristics: From National Census and other surveys</p>	<p>Contact Information Governance Manager Tel: 0121 333 8434 bwc.freedomofinformation@nhs.uk or see www.hscic.gov.uk</p> <p>The office for National Statistics ONS: www.statistics.gov.uk or www.birmingham.gov.uk</p>	
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The following is a list of the independent inspections that the Trust is subject to and where the findings of such inspections can be found.

Information item / description	Availability and Links	£ = Possibility of charge
<p>Periodic Review: Performance Reviews are undertaken by the Care Quality Commission (CQC). Existing commitments and national priorities are used to assess whether levels of service set through the planning round are being maintained.</p> <p>When looking at how well a trust is</p>	<p>Details of the Trust's performance can be seen at www.cqc.org.uk</p>	

<p>managing its financial resources, the CQC draw on work carried out by the Audit Commission and by Monitor, the regulator of NHS foundation trusts.</p> <p>Care Quality Commission: From 1 April 2010 the Trust is required to be registered with the Care Quality Commission (CQC). To become and remain registered, the Trust must be compliant with the CQC's essential standards of quality and safety. The CQC will undertake continuous monitoring of the Trust's compliance with the standards and will seek evidence of compliance from the Trust if it has any concerns. The CQC will carry out a review of the Trust's compliance at least every 2 years. The Trust currently holds unconditional registration status.</p> <p>Monitor Is the independent regulator of NHS foundation trusts. They ensure that we operate effectively, efficiently and economically; meeting healthcare targets and national standards.</p>	<p>The Trust's registration details can be found at http://www.cqc.org.uk/file/4981</p> <p>www.monitor-nhsft.gov.uk or contact the publication scheme coordinator at bwc.freedomofinformation@nhs.uk for further information.</p>	
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How we make decisions

The NHS Plan and its Implementation Programme provides the basis for all service planning in the NHS. Three important themes run through the NHS Plan and other plans and policy documents associated with it. These are:

- Making the NHS more focussed on the needs of patients;
- Ever improving the safety and quality of NHS services;
- Reducing inequalities and improving access to health and health care.

These themes should be reflected in everything that the NHS does, and in every part of the NHS performance management and planning processes." (National Modernisation Executive Group Guidance, July 2001)

We are currently developing the way in which the organisation takes patient feedback into when planning its services. The Trust aims to do this by learning from the experiences of its patients through, patient experience feedback, contacts with the Patient Advice and Liaison Service, through formal complaints, our Patient Feedback App, walkabouts, mystery shoppers, feedback cards and more, but most importantly face-to-face feedback

Information regarding policy proposals and decisions, decision making processes, internal criteria and procedures, consultations, reports, policies, meetings of minutes and business plans is contained within the documentation set out below:

Information item / description	Availability and Links	£ = Possibility of charge
Minutes of Public Board Meetings	bwc.nhs.uk	£ for hard copy and supporting information depending on level of detail
Business Plan and Strategic Plan: See the Annual Plan and strategic objectives	bwc.nhs.uk	
Trust Headquarters	Chief Executive's Office Ladywood House Steelhouse Lane Birmingham B4 6NH	

The following provides details of consultation procedures, decision-making processes, timescales and responses. It also includes consultations in progress and details of how you can become involved.

Information item / description	Availability and Links	£ = Possibility of charge
<p>Public Consultation: The Trust will use its website and other channels to inform the public of any proposed service change or significant variation in accordance with its duties under section 11 of the Health and Social Care Act 2001.</p> <p>Patient Support Groups: The Trust has established several Patient support groups which are clinical condition specific.</p>	<p>bwc.nhs.uk</p> <p>A list of the support groups and some direct links to their specific websites are available under the Parents and Carers section of the website.</p>	

<p>PALS: The local Patients Advice and Liaison Service is an independent body, offering impartial advice on how to get the best from your NHS and addressing any concerns you may have. The PALS service includes an Interpreting Team.</p> <p>Consent to Treatment: Further information can be obtained from the leaflet 'Consent - A guide for parents'. There is a similar guide written for children and young people. They are available in the outpatient department and in all wards and departments.</p>	<p>bwc.patientexperience@nhs.net 0121 333 8403</p> <p>Information is also available on our website bwc.nhs.uk</p>	
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Our policies and procedures

The Trust has developed and implemented a wide range of policies. For policies relating to specific areas please contact the Publication Scheme Coordinator who will facilitate you in identifying which specific policy you require.

In addition policies and procedures for complaints are available from the **Publication Scheme Coordinator** at bwc.freedomofinformation@nhs.uk.

You may also contact:

The Complaints Team

Corporate Nursing
Birmingham Women's' and Children's Hospital
Steelhouse Lane
Birmingham
B4 6NH BWC.formal complaints@nhs.net

Employment related policies and procedures are outlined below:-

Information item / description	Availability and Links	£ = Possibility of charge
Vacancies:	Visit www.jobs.nhs.uk	

<p>All current vacancies are advertised with NHS Jobs.</p> <p>Health and Safety: The Trust adheres to various occupational health and safety policies and procedures</p> <p>Equal Opportunities: The Trust is committed to a policy of equality opportunity in its employment and personnel practices.</p> <p>Pay and Pensions: UHB NHS Foundation Trust</p> <p>Agenda for Change Contracts:</p> <p>Professional Bodies and Trades Unions:</p> <p>Working Times Directives:</p> <p>Manpower information: Various reports containing workforce statistics are available on request. These include:</p> <ul style="list-style-type: none"> • Headcounts / WTE of staff (Trust totals and by major staff group). • Sickness absence reporting. • Turnover and vacancy rate statistics at Trust level. • Ethnicity breakdowns at Trust level and by major staff groups. • Recruitment statistics e.g. numbers of 	<p>Health and Safety Executive www.hse.gov.uk or contact the Publication Scheme Coordinator for specific Trust policies.</p> <p>Contact the Publication Scheme Coordinator bwc.freedomofinformation@nhs.uk</p> <p>Publication Scheme Coordinator bwc.freedomofinformation@nhs.uk</p> <p>Publication Scheme Coordinator bwc.freedomofinformation@nhs.uk</p> <p>Publication Scheme Coordinator bwc.freedomofinformation@nhs.uk</p> <p>Available from the Publication Scheme Coordinator bwc.freedomofinformation@nhs.uk</p> <p>Please contact: UHB NHS Foundation Trust 2nd Floor Regents Court 14-17 George Road Birmingham B15 1NU</p> <p>Payroll: Tel: 0121 371 7475 E-mail: bchpayroll@uhb.nhs.uk Birmwomens.payroll@uhb.nhs.uk</p>	
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<p>posts advertised and filled.</p>	<p>Pensions: Tel: 0121 371 7493 E-mail: 284pensions@uhb.nhs.uk</p> <p>Publication Scheme Coordinator www.modern.nhs.uk www.dh.gov.uk/agendaforchange or contact the Human Resources Department (address as above)</p> <p>A list of contact details for local Trade Union Representatives is available from the Human Resources Department Birmingham Children's Hospital NHS Foundation Trust Steelhouse Lane Birmingham B4 6NH</p>	
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Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority are detailed below:-

Information item / description	Availability and Links	£ = Possibility of charge
<p>Main contractors and suppliers: A list of our main contractors and those that supply services to the Trust can be obtained by contacting the Publication Scheme Coordinator.</p> <p>Assets registers and information asset register: This is a list of asset that are over the value of £5000. Further details can be sought from the Publication Scheme Coordinator.</p> <p>Register of interests A register of interests declared by Board,</p>	<p>Publication Scheme Coordinator bwc.freedomofinformation@nhs.uk</p> <p>Publication Scheme Coordinator bwc.freedomofinformation@nhs.uk</p> <p>Company Secretary Tel: 0121 333 8433</p>	

<p>PEC, Executive Team and other staff members is available on request.</p> <p>Register of gifts/hospitality to Board members and senior personnel: A register of gifts and hospitality received by Trust staff is available on request.</p> <p>Disclosure Log A list of information disclosed by the Trust as a result of FOI requests can be found on our website (add link)</p>	<p>Company Secretary Tel: 0121 333 8433</p> <p>Publication Scheme Coordinator bwc.freedomofinformation@nhs.uk</p>	
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The services we offer

Advice and guidance including descriptions of the types of services offered by the organisation are detailed below:

Information item / description	Availability and Links	£ = Possibility of charge
<p>Clinical Services:</p> <p>Support Services: For example, X-ray, Pharmacy and Pathology. A list of the Trusts departments, an overview of the departments' role and relevant contact details are available in the A-Z index on our website.</p> <p>Private Patients:</p> <p>The Annual Report: Contains brief summaries of what we do and where we channel our resources.</p> <p>Public Board of Directors' Minutes:</p>	<p>bwc.nhs.uk</p> <p>bwc.nhs.uk</p> <p>bwc.nhs.uk/private-patients</p> <p>bwc.nhs.uk</p> <p>bwc.nhs.uk</p>	

<p>Patient Information: The Trust has a Child and Family Information Centre where a vast amount of information for patients, parents and carers is available. There are also vast amounts of information available on the website under the Parents and Carers heading and the Patients heading.</p> <p>Volunteers: Vacancies for volunteers are advertised via the recruitment page on the website. Further information on becoming a volunteer is available from the Human Resources department.</p> <p>Hospital Chaplaincy The Chaplaincy team are available to provide spiritual, religious, pastoral care and support 24 hours a day for anybody who needs it.</p> <p>James Brindley School The James Brindley School has a team of teachers and support staff that will teach your child either on their ward or in the school building. If your child is in hospital for more than one week the teacher will ask your child's school to send work.</p> <p>Interpreters:</p>	<p>www.bch.org.uk or contact The Child & Family Information Centre Birmingham Children's Hospital NHS Foundation Trust Steelhouse Lane Birmingham B4 6NH</p> <p>Tel: 0121 333 8505 Fax: 0121 333 8505</p> <p>The Play Centre Birmingham Children's Hospital NHS Foundation Trust Steelhouse Lane Birmingham B4 6NH Tel: 0121 333 8656</p> <p>bwc.nhs.uk/volunteer</p> <p>bwc.nhs.uk or Tel: 0121 333 8526</p> <p>www.jamesbrindley.bham.sch.uk or visit the Hospital Facilities section of our website www.bch.org.uk</p> <p>https://bwc.nhs.uk</p>	
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<p>Our interpreting department provides a vital communication link between healthcare professionals and families whose first language is not English. We offer a range of services.</p> <p>Social Work: We have a social work department in our hospital. The social workers can advise you on practical and financial problems, tell you about local services and help arrange the ones you need.</p> <p>Restaurant and Snack Bars: Further information including opening hours is available on our website.</p> <p>Infection control: Guidance on infection control is displayed throughout the hospital. The Trust also produces an annual infection control report</p> <p>Play Centre: We have a Play Centre that families are able to use between 1pm - 4pm Monday - Friday.</p> <p>Parent Accommodation:</p>	<p>If you would like to speak to one of our social workers please Tel: 0121 333 8900</p> <p>https://bwc.nhs.uk/restaurant</p> <p>bwc.nhs.uk</p> <p>bwc.nhs.uk or Tel: 0121 333 8656</p> <p>Contact the Parent Accommodation Manager Tel: 0121 333 8450 or visit the Parents and Carers – Accommodation section of the website</p>	
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The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Does this scheme affect my patient confidentiality?

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 Regulation and at common law. Maintaining the legal right to patient confidentiality continues to be an important commitment of the Trust. To help with this, we have appointed someone who is called a Caldicott Guardian, and who has the responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights.

In BWC, our **Caldicott Guardian** is:

Mrs Michelle McLoughlin
Chief Nursing Officer
Executive Team
Ladywood House
Birmingham Children's Hospital Foundation NHS Trust
Steelhouse Lane
Birmingham
B4 6NH

If you wish to access your clinical records or obtain any other personal information held about you from BWC, under the Data Protection Regulation, please contact:

The Medical Records Manager
The Medical Records Department
Birmingham Children's Hospital
Steelhouse Lane
Birmingham
B4 6NH
Telephone: 0121 333 9714

The method by which information published under this scheme will be made available

The Publication Scheme will help you to find all the information which the Trust publishes. Information held by the Trust that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

We have stated how you can obtain the information outlined within each of the classes of documentation above. This will be either via the website bwc.nhs.uk or as a hard copy or other media as stated within each Class.

The publications are all free unless otherwise indicated within each Class [£]. Although charges may be made for Information published under this scheme, the purpose of the scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Charges made by the Trust for routinely published material will be justified and transparent and kept to a minimum.

Charging

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

For example, charges may be made for actual disbursements incurred such as:

- Photocopying;
- postage and packaging;
- the costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Exemptions

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 Regulation. This applies to most Classes within the Publication Scheme.

The Publication Scheme will be available in both hard copy and on our web site bwc.nhs.uk.

Records Management

Documentation will be retained in line with the BWC's retention and disposal schedules, which comply with the NHS Code of Practice for Records Management.

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.

Copyright

The material available through this publication scheme is subject to the Trust 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.

You must identify the source of the material and acknowledge the copyright status if any of the copyright items in this scheme are being re-published or copied to others.

You must obtain authorisation from the copyright holders concerned to reproduce material that is accessed through this publication scheme but the copyright belongs to a third party.

If you have a complaint about the operation of the Publication Scheme, or how the BWC NHS Trust has dealt with your request for information from the Scheme, please write to:

Chief Medical Officer
Executive Team
Ladywood House
Birmingham Women's and Children's Hospital NHS Foundation Trust
Steelhouse Lane
Birmingham
B4 6NH

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.

The Trust is obliged to respond to requests about the information which it holds. 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.

Equality and Diversity

Information will be provided in the language in which it is held or in such other language that the Trust is legally required to produce it in.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Any questions, comments or complaints about this Scheme should be sent in writing to

Publication Scheme Coordinator

Governance Services
Heslop House
Birmingham Women's and Children's NHS Foundation Trust
Steelhouse Lane
Birmingham

B4 6NH