

## Welsh Ambulance Services NHS Trust FOI Publication Scheme

	Sub Heading	Description	Format of Information	Availability	Links
<b>CLASS 1 – WHO WE ARE AND WHAT WE DO</b>	How we fit in the NHS Structure	Explanation of how the Welsh Ambulance Services NHS Trust fits into local/national NHS Structure	Website, reports and brochures	About us	<a href="#">About Us</a>
	Organisation Structure	Details of Board Members and other key personnel, including details of their roles and responsibilities	Website	Board Members	<a href="#">Board Members</a>
	Partnership Working	Lists of and information relating to organisations with which the Trust works in partnership	Website	Annual Report	<a href="#">Annual Report</a>
	Meetings with pharmaceutical companies and other medical suppliers	Information relating to any meetings/correspondent with pharmaceutical companies and other medical suppliers	Minutes/ Correspondence	Pharmaceutical Companies  Medical Companies	Pharmaceutical companies <a href="#">Available upon request</a>  Medical companies <a href="#">Available upon request</a>
	Senior Staff and Board Members	Details of senior Staff and Board Members	Website	Board Members	<a href="#">Board Members</a>
	Contact details for all public facing departments	Contact details for all public facing departments and	Website	Contact Us	<a href="#">Contact Us</a>

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		information on how to contact them			
<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>	Financial/Annual Statements, budgets and variance reports	Annual accounts and financial information relating to where money is being spent, where it is or has been planned to spend it	Website	Publications Committee Papers (F&P)	<a href="#">Accountability Report and Annual Accounts 2019/20</a>  <a href="#">Finance and Performance Committee</a>
	Financial Audit Reports  Standing Financial Instructions  Capital Programme	Information regarding major plans for capital expenditure	Website, reports & documents	Publications Board Papers Key Governance documents	<a href="#">Audit Committee</a>  <a href="#">Link to the publications page where SFIs can be found</a>
	Staff and Board members allowances and expenses	Details of the allowances and expenses that can be incurred or claimed, including the total of the allowances and expenses incurred by or paid to individual senior staff and management Board Members	Website and documents	Expenses, Gifts and Hospitality	<a href="#">Annual Report</a>  <a href="#">Audit Committee papers</a>
	Staff pay and grading structures	Details of NHS Staff pay and grading structures	Website	NHS Pay Scales	<a href="#">NHS Pay Scales</a>
	Funding (inc endowment funds)	Details of funding and charitable funds in relation to the Trust	Website and documents	Charitable Funds Committee	<a href="#">Charitable Funds Committee</a>

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<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>	Procurement and tendering procedures	Details of procedures used for the acquisition of goods and services	Website	NWSSP Procurement Services	<a href="#">Procurement Services</a>
	Details of contracts currently being tendered	Details of OJEC adverts and other contracts currently available for public tender	Website	NWSSP Procurement Services	<a href="#">Procurement Services</a>
	Contracts awarded	List and values of contracts awarded and their value	Website	NWSSP Procurement Services Welsh Government Procurement	<a href="#">Procurement Services</a>

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<b>CLASS 3 - WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING</b>	Annual Report	Link to the Trust Annual Report	Website	Publications	<a href="#">Annual Report</a>
	Annual Business Plan	Documents relating to the delivery of the Trust Annual Business Plan	Website and reports	Publications (IMTP)	<a href="#">Publications (IMTP)</a>
	Targets, Aims, and Objectives	Documents relating to the Trust Targets, Aims and Objectives	Website	Publications (IMTP)	<a href="#">Publications (IMTP)</a>
	Strategic Direction document (5 Year Plan)	Documents relating to the delivery of the Trust Annual Business Plan	Website and reports	Publications (IMTP)	<a href="#">Publications (IMTP)</a>
	Performance against targets	Statistics on the response performance of the emergency ambulance service are published by the Welsh Government's statistical department and can be viewed in dynamic, geographical formats.	Website and reports	Latest Performance Figures	<a href="#">Latest Performance Figures</a>
	Quality and Safety Reports	Minutes of the Quality, Safety and Patient Experience Committee	Website and reports	QUEST Committee	<a href="#">Quality, Patient Experience and Safety Committee</a>
	Structured Assessment & Standards	Structured Assessment & Standards for Healthcare Services in Wales	Board Papers	Our Performance	<a href="#">Trust Board Papers</a>
	Annual Quality Statement	Trust Annual Quality Statement	Website	Publications	<a href="#">Annual Quality Statement</a>
	Annual Governance Statement	Trust Annual Governance Statement	Website	Publications	<a href="#">Accountability Report and Annual Accounts</a>

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<b>CLASS 3 - WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING</b>	Caldicott Principles into Practice	Details of the Caldicott Principles into Practice (C-PIP) Assessment and accompanying information	Documents	Caldicott: Principles into Practice	<a href="#">Caldicott: Principles into Practice</a>
	Caldicott Assessments & Improvement Plan	Annual Assessment undertaken by the Trust in relation to compliance with the Caldicott Principles	Documents	By email	<a href="#">Available upon request</a>
	Audit Reports	External and Internal Audit Reports	Website and Reports	Our Performance Audit Committee Papers Ombudsman Wales Healthcare Inspectorate Wales	<a href="#">Performance Report</a> <a href="#">Audit Committee</a> <a href="#">Ombudsman Wales</a> <a href="#">Healthcare Inspectorate Wales</a>
	Service User Surveys	Details of service user surveys undertaken by the Trust which are reported through QUEST	Website	Patient Experience and Community Involvement	<a href="#">Patient Experience and Community Involvement</a>
	Privacy Impact Assessments	Assessments undertaken by the Trust in relation to the privacy of individuals when commencing an initiative or project	Reports and documents		<a href="#">Available upon request</a>

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<b>CLASS 4 – HOW WE MAKE DECISIONS</b>	Board Papers	Board Papers: Agenda, supporting papers and minutes	Website and reports	Trust Board Papers	<a href="#">Trust Board Papers</a>
	Patient and Public Engagement Strategy	Trust documentation relating to the patient and public engagement	Website	Publications	<a href="#">Patient Experience and Community Involvement</a>
	Public Consultations	Details of any public consultations undertaken	Website	Publications	<a href="#">Available on request</a>
	Internal Communications guidance and criteria used for decision making	Documentation relating to internal communications and how the Trust makes their decisions	Website and reports	Publications Trust Board Papers	<a href="#">Available on request</a>

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<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b>	Conduct of business and the provision of services	Policies and procedures relating to the conduct of business and the provision of services	Website, reports and documents	Working for Us NHS Jobs Requesting your information	<a href="#">Working for Us</a> <a href="#">NHS Jobs</a> <a href="#">Requesting your information</a>
	Workforce and OD including recruitment and employment	Policies and procedures relating to Workforce including recruitment and employment policies	Website	Working for Us NHS Jobs	<a href="#">Working for Us</a> <a href="#">NHS Jobs</a>
	Health and Safety	Health and Safety related policies and procedures	Website and documents	Audit papers	<a href="#">Audit Committee</a>
	Equality and Diversity	Policies and procedures relating to equality and diversity	Website and reports	People and Culture Committee	<a href="#">People and Culture Committee</a>
	Equality Scheme	Treating people fairly strategic equality plan contains a description of the Trust Plan to meet its duties under the Equality Act General Duty and the Welsh specific equality duties	Website	Treating People Fairly (on publication page)	<a href="#">Treating People Fairly</a> <a href="#">People and Culture Committee</a>
	Equality Impact Assessments	Equality Impact Assessments undertaken by the Trust	Website and reports	Board Papers Committee Papers	<a href="#">See individual Board/Committee Papers</a>
	Welsh Language Standards	Welsh Language Standards in accordance with the Welsh Language Act 1993	Website and reports	Publications Board Papers Annual Report	<a href="#">Welsh Language Standards</a>

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<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b>	Standing Financial Procedures	Details of Trust Standing Financial procedures	Website	Core Governance Documents Publications	<a href="#">Link to publications page where SFIs can be found</a>
	Standing Orders	Details of Trust Standing Orders	Website	Core Governance Documents Publications	<a href="#">Link to publications page where SOs can be found</a>
	Complaints and Other Customer Services	Complaints and other Customer Service policies and procedures	Website and reports	Putting Things Right Annual Quality Statement	<a href="#">Putting Things Right Annual Quality Statement</a>
	Data Protection/ Records Management/ Caldicott Guardian	Policies, procedures and guidance in relation to Data Protection and the Caldicott Guardian	Website and Documents	Information Security Strategy Email Policy Data Protection Policy Records Retention Caldicott Guardian	<a href="#">Available on request</a> <a href="#">Available on request</a> <a href="#">Available on request</a> <a href="#">Records Retention</a> <a href="#">Caldicott Guardian</a>
	Estate Management	Policies and procedures and documentation relating to estates management	Document	Publications	<a href="#">Publications</a>
	Charging regimes and policies	Details of statutory charging regimes and any fees applicable for the licensing or re-use datasets	Document	Charging Regimes	<a href="#">Charging Regimes</a>



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<b>CLASS 6 – LIST AND REGISTERS</b>	Publicly available registers	Any information we are currently legally required to hold in publicly available registers	Website	Trust Board Papers Annual Report	<a href="#">Trust Board Papers</a> <a href="#">Annual Report</a>
	List of main contractors/suppliers	List of the main contractors and suppliers used by NHS Wales and the Trust	Website	NWSSP Procurement Services	<a href="#">NWSSP Procurement Services</a>
	Information Asset Register	Details of the systems and databases currently in use with the Trust	Document	Currently under review	
	CCTV	The Trust has a number of CCTV cameras situated across its sites and on its vehicles.	N/A	N/A	
	Registers of Interest	Any register of interests kept in the Trust	Website and reports	Annual Report Publications	<a href="#">Annual Report</a>
	Gifts and Hospitality	Register of Gifts and Hospitality provided to Board Members and Senior Personnel	Website and reports	Publications	<a href="#">Audit Committee Papers</a>
	Disclosure Log	Disclosure Logs relating to requests for information under the Freedom of Information	Website	Freedom of Information	<a href="#">Link to FOI Disclosure Log</a>

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<b>CLASS 7 – THE SERVICES WE OFFER</b>	Clinical Services provided and /or commissioned	List of services	Website	Services	<a href="#">Services</a>
	Non Clinical Services	List of Services	Website	Sitemap	<a href="#">Sitemap</a>
	Patient information leaflets and other booklets and newsletters	Information for patients and service user around how their information is used and for what purpose	Website, reports and leaflets	Patient Experience and Community Involvement	<a href="#">Patient Experience and Community Involvement</a>
	How to make a compliment or complaint	Details of Putting Things Right arrangements in place in Wales	Website	Putting Things Right	<a href="#">Putting Things Right</a>
	Advice and Guidance	Details of who to contact for advice and guidance	Website	111	<a href="#">111</a>
	Corporate Communications & Media Releases	Link to most recent corporate communications and media releases	Website, reports and leaflets	News Desk	<a href="#">News Desk</a>