



GIG  
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Ymddiriedolaeth Brifysgol GIG  
Gwasanaethau Ambiwylans Cymru  
Welsh Ambulance Services  
University NHS Trust

Welsh Ambulance Services University NHS Trust

# Freedom of Information Act 2000 – Publication Scheme



April 2024

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Version 2.0

10 April 2024

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## CLASS 1 – WHO WE ARE AND WHAT WE DO

Subheading	Description	Format of Information	Availability	Links
How we fit in the NHS	Explanation of how the Welsh Ambulance Services NHS Trust fits into the local/national NHS structure	<ul style="list-style-type: none"><li>- Website</li><li>- Reports</li><li>- Brochures</li></ul>	'About Us'	<a href="#">About Us - Welsh Ambulance Services NHS Trust</a>
Organisational Structure	Details of Board Members and other key personnel, including details of their roles and responsibilities.	<ul style="list-style-type: none"><li>- Website</li></ul>	'Board Members'	<a href="#">Trust Board Members - Welsh Ambulance Services NHS Trust</a>
Partnership Working	Lists of and information relating to organisations with which the Trust works in partnership	<ul style="list-style-type: none"><li>- Website</li></ul>	'Annual Report'	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a>

<b>CLASS 1 – WHO WE ARE AND WHAT WE DO</b>				
<b>Subheading</b>	<b>Description</b>	<b>Format of Information</b>	<b>Availability</b>	<b>Links</b>
				<a href="#">2022-23 Certified Annual Report and Accounts (on the publications page)</a>
Meetings with pharmaceutical companies and other medical suppliers	Information relating to any meetings/ correspondence with pharmaceutical companies and other medical suppliers	<ul style="list-style-type: none"> <li>- Minutes</li> <li>- Correspondence</li> </ul>	Pharmaceutical and medical companies	Available on request; please contact the FOI Team on <a href="mailto:amb_Genmbx_FOI@wales.nhs.uk">amb_Genmbx_FOI@wales.nhs.uk</a>
Senior staff and Board Members	Details of senior staff and Board Members	<ul style="list-style-type: none"> <li>- Website</li> </ul>	'Board Members'  'Annual Report'	<a href="#">Trust Board Members - Welsh Ambulance Services NHS Trust</a>



CLASS 1 – WHO WE ARE AND WHAT WE DO				
Subheading	Description	Format of Information	Availability	Links
				<a href="#">2022-23 Certified Annual Report and Accounts (on the publications page)</a>
Contact details for all public facing departments	Contact details for all public facing departments  tact details and information on how to contact them	- Website	'Contact Us'	<a href="#">Contact Us - Welsh Ambulance Services NHS Trust</a>

## CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT

Subheading	Description	Format of Information	Availability	Links
Financial/annual statements, budgets, and variance reports	Annual accounts and financial information relating to where money is being spent, where it is or has planned to be spent	- Documents and reports on the Trust's website.	'Publications' page and the Finance and Performance Committee papers on the 'Committee Papers' pages.	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a>  <a href="#">2022-23 Certified Annual Report and Accounts (on the publications page)</a>  <a href="#">Finance and Performance Committee - Welsh Ambulance Services NHS Trust</a>

## CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT

Subheading	Description	Format of Information	Availability	Links
Financial audit reports, Trust governing documents (Standing Orders and Standing Financial Instructions, and capital programme details	Information regarding major plans for capital expenditure, in addition to the Trust's governing documents	- Documents and reports on the Trust's website.	'Publications' page and the Finance and Performance Committee and Audit Committee papers on the 'Committee Papers' pages.	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a>  <a href="#">Finance and Performance Committee - Welsh Ambulance Services NHS Trust</a>  <a href="#">Audit Committee - Welsh Ambulance Services NHS Trust</a>

## CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT

Subheading	Description	Format of Information	Availability	Links
Senior staff and Board Members remuneration and gifts and hospitality disclosures	Senior staff and Board Members remuneration and gifts and hospitality disclosures	<ul style="list-style-type: none"> <li>- Documents on the Trust's website – Annual Report, including the most recent Remuneration Report</li> <li>- Register of Gifts, Hospitality and Sponsorship</li> <li>- Audit Committee papers</li> </ul>	'Publications' page on website, including the most recent Annual Report and Accounts (inc. Remuneration Report), and the Audit Committee papers.	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a>  <a href="#">2022-23 Certified Annual Report and Accounts (on the publications page)</a>  <a href="#">2022-23 Gifts, Hospitality and Sponsorship Register</a>  <a href="#">Audit Committee - Welsh Ambulance Services NHS Trust</a>

## CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT

Subheading	Description	Format of Information	Availability	Links
Staff pay and grading structures	Details of NHS staff pay and grading structures	- Website	NHS pay scales	<a href="#">Agenda for change - pay rates   Health Careers</a>
Charitable Funds	Details of funding and charitable funds in relation to the Trust	- Documents on the Trust's website from the Committee pages.	'Charity Committee' papers on the Trust's Committee papers page.	<a href="#">Charity Committee - Welsh Ambulance Services NHS Trust</a>  <a href="#">Charity Annual Report and Accounts 2022-2023</a>
Procurement and tendering procedures	Details of the procedures used for the acquisition of goods and services	- Website	NHS Shared Services Procurement Services website	<a href="#">About Procurement Services - NHS Wales Shared Services Partnership</a>

## CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT

Subheading	Description	Format of Information	Availability	Links
Details of contracts currently being tendered	Details of OJEC adverts and other contracts currently available for public tender	- Website	NHS Shared Services Procurement Services website	<a href="#">About Procurement Services - NHS Wales Shared Services Partnership</a>
Contracts awarded	Lists and values of contracts awarded and their values	- Website	NHS Shared Services Procurement Services website	<a href="#">About Procurement Services - NHS Wales Shared Services Partnership</a>

### CLASS 3 – WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING

Subheading	Description	Format of Information	Availability	Links
Annual Report	Most recent Trust certificate Annual Report and Accounts	- Document on the Trust website	'Publications' page on website, including the most recent Annual Report and Accounts	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a> <a href="#">2022-23 Certified Annual Report and Accounts (on the publications page)</a>
Annual Business Plan	Document setting out the Trust's Integrated Medium-Term Plan	- Document on the Trust website	'Publications' page, which includes the most recently approved IMTP document	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a> <a href="#">2022-25 IMTP</a> <a href="#">2023-26 IMTP</a>

<b>CLASS 3 – WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING</b>				
<b>Subheading</b>	<b>Description</b>	<b>Format of Information</b>	<b>Availability</b>	<b>Links</b>
Target, aims and objectives	Document setting out the Trust's Integrated Medium-Term Plan	- Document on the Trust website	'Publications' page, which includes the most recently approved IMTP document	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a> <a href="#">2022-25 IMTP</a> <a href="#">2023-26 IMTP</a>
Organisational plan and Organisational Strategy 'Delivering Excellence'	Document setting out the Trust's Integrated Medium-Term Plan and the Trust's organisational strategy	- Document on the Trust website	'Publications' page, which includes the most recently approved IMTP document	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a> <a href="#">2022-25 IMTP</a> <a href="#">2023-26 IMTP</a> <a href="#">Delivering Excellence – Trust Strategy Vision for 2023</a>

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<b>Subheading</b>	<b>Description</b>	<b>Format of Information</b>	<b>Availability</b>	<b>Links</b>
Performance against organisational 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 and geographical formats	<ul style="list-style-type: none"> <li>- Website</li> <li>- Reports</li> <li>- Trust Papers</li> </ul>	Latest performance figures and details of reporting of the Monthly Integrated Quality & Performance Report (MIQPR) taken to the Trust Board meetings, in Trust Board papers	<a href="#">Latest Performance Figures - Welsh Ambulance Services NHS Trust</a>  <a href="#">Trust Board Papers - Welsh Ambulance Services University NHS Trust</a>
Quality and Safety Reports	Papers and minutes relating to the Quality, Patient Safety and Experience Committee (QuEST Committee)	<ul style="list-style-type: none"> <li>- Documents on the Trust website</li> </ul>	QuEST Committee papers on the Trust website in the Committee pages.	<a href="#">Quality, Patient Experience and Safety Committee - Welsh Ambulance Services NHS Trust</a>

### CLASS 3 – WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING

Subheading	Description	Format of Information	Availability	Links
Structured Assessment of the Trust prepared by Audit Wales	Copy of the Trust's most recent Structured Assessments	<ul style="list-style-type: none"> <li>- Documents on the Trust website and the Audit Wales website.</li> </ul>	Board papers and the Audit Wales publications web page.	<a href="#">Welsh Ambulance Services NHS Trust – Structured Assessment 2023 (audit.wales)</a>  <a href="#">Trust Board Papers - Welsh Ambulance Services NHS Trust</a>
Annual Quality Statement	<p><i>The Trust was not required to prepare a Quality Statement for the 2022/23 financial year.</i></p> <p><i>Refer to the most recent certificated Annual Report and Accounts for reference to quality governance arrangements.</i></p>	<ul style="list-style-type: none"> <li>- Document on the Trust website</li> </ul>	'Publications' page on website, including the most recent Annual Report and Accounts	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a>  <a href="#">2022-23 Certified Annual Report and Accounts (on the publications page)</a>  <a href="#">Duty of Quality - Welsh Ambulance Services NHS Trust</a>

<b>CLASS 3 – WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING</b>				
<b>Subheading</b>	<b>Description</b>	<b>Format of Information</b>	<b>Availability</b>	<b>Links</b>
Annual Governance Statement		- Document on the Trust website	'Publications' page on website, including the most recent Annual Report and Accounts	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a> <a href="#">2022-23 Certified Annual Report and Accounts (on the publications page)</a>
Welsh Information Governance Toolkit – Digital Health and Care Wales		- Website	DHCW Website	<a href="#">Welsh Information Governance Toolkit - Digital Health and Care Wales (nhs.wales)</a>
Welsh Information Governance Toolkit – Digital Health and Care Wales		- Document	Upon request	<a href="#">Welsh Information Governance Toolkit - Digital Health and Care Wales (nhs.wales)</a>

<b>CLASS 3 – WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING</b>				
<b>Subheading</b>	<b>Description</b>	<b>Format of Information</b>	<b>Availability</b>	<b>Links</b>
Audit Reports	External and Internal Audit reports that are prepared for the Audit Committee	- Documents on various websites	Trust Audit Committee papers, Healthcare Inspectorate Wales, and Audit Wales websites	<a href="#">Audit Committee - Welsh Ambulance Services NHS Trust</a>  <a href="#">Find an inspection report   Healthcare Inspectorate Wales (hiw.org.uk)</a>  <a href="#">Homepage   Audit Wales; Publication   Audit Wales</a>
Service User Surveys	Details of the service user surveys undertaken by the Trust which are reported to the QuEST Committee	- Website and documents on Trust website	Links to the Quality, Patient Experience and Safety Committee and Patient Experience and Community Involvement Trust web pages.	<a href="#">Quality, Patient Experience and Safety Committee - Welsh Ambulance Services NHS Trust</a>  <a href="#">Patient Experience &amp; Community Involvement - Welsh Ambulance Services NHS Trust</a>

### CLASS 3 – WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING

Subheading	Description	Format of Information	Availability	Links
Data Impact Assessments	Assessments undertaken by the Trust in relation to the privacy of individuals when commencing an initiative or project		Upon request	Available on request; please contact the FOI Team on <a href="mailto:amb_Genmbx_FOI@wales.nhs.uk">amb_Genmbx_FOI@wales.nhs.uk</a>

CLASS 4 – HOW WE MAKE DECISIONS				
Subheading	Description	Format of Information	Availability	Links
Trust Board and Committee papers	Agenda and papers for the Trust Board and Committees of the Board	<ul style="list-style-type: none"> <li>- Documents on the Trust's website, including the Trust's governing documents available on the 'publications' page.</li> </ul>	<p>All Committee Terms of Reference documents are available on the 'publications page'.</p> <p>Committees are:</p> <ul style="list-style-type: none"> <li>- Audit</li> <li>- Remuneration</li> <li>- QuEST</li> <li>- Charity</li> <li>- Finance &amp; Performance</li> <li>- Academic Partnership</li> <li>- People &amp; Culture</li> </ul>	<p><a href="#">Trust Board Papers - Welsh Ambulance Services NHS Trust</a></p> <p><a href="#">Committee Meetings - Welsh Ambulance Services NHS Trust</a></p> <p><a href="#">Publications - Welsh Ambulance Services NHS Trust</a></p>

<b>CLASS 4 – HOW WE MAKE DECISIONS</b>				
<b>Subheading</b>	<b>Description</b>	<b>Format of Information</b>	<b>Availability</b>	<b>Links</b>
Patient and public engagement strategy	Patient Experience and Engagement runs through the Integrated Medium-Term Plan (IMTP) and is featured within reporting requirements of the Duty of Quality and citizen's voice	- Webpage.	Trust webpage.	<a href="#">Patient Experience &amp; Community Involvement - Welsh Ambulance Services NHS Trust</a>
Public Consultation Documents	Details of any public consultations undertaken		Upon request	Available on request; please contact the FOI Team on <a href="mailto:amb_GenMbx_FOI@wales.nhs.uk">amb_GenMbx_FOI@wales.nhs.uk</a>



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## CLASS 4 – HOW WE MAKE DECISIONS

Subheading	Description	Format of Information	Availability	Links
Internal communications guidance and criteria used for decision-making	Strategies and Plans and Trust governing documents are available on the Publications page of the website.	<ul style="list-style-type: none"><li>- Webpage; Standing Orders and Standing Financial Instructions, and Committee Terms of Reference (Trust's governing documents) are available on the Publications Page.</li></ul>	Trust webpage	<a href="#">Publications - Welsh Ambulance Services University NHS Trust</a>

## CLASS 5 – OUR POLICIES AND PROCEDURES

Subheading	Description	Format of Information	Availability	Links
Conduct of business and the provisions of services	<p>The Trust's Standing Orders, Standing Financial Instructions and the Scheme of Reservation and Delegation can be found on the web page.</p> <p>The Standards of Business Conduct (SoBC) Policy was approved at the July 2023 Trust Board meeting.</p>	<ul style="list-style-type: none"> <li>- Webpages; Standing Orders and Standing Financial Instructions, and Committee Terms of Reference (Trust's governing documents) are available on the Publications Page.</li> </ul>	<ul style="list-style-type: none"> <li>- Trust Board and Committee papers.</li> <li>- SoBC Policy accessible via the July 2023 Trust Board papers.</li> </ul>	<p><a href="#">Publications - Welsh Ambulance Services NHS Trust</a></p> <p><a href="#">Trust Board Papers - Welsh Ambulance Services University NHS Trust</a></p> <p><a href="#">Committee Meetings - Welsh Ambulance Services University NHS Trust</a></p> <p><a href="https://ambulance.nhs.wales/files/trust-board-papers/trust-board-agenda-27-july-2023/">ambulance.nhs.wales/files/trust-board-papers/trust-board-agenda-27-july-2023/</a></p>

## CLASS 5 – OUR POLICIES AND PROCEDURES

Subheading	Description	Format of Information	Availability	Links
Workforce and people policies including recruitment and employment	NHS webpage.	- Webpage.	- Webpage.	<a href="#">Working for Us</a> <a href="#">NHS Jobs</a>
Health and Safety Policies and procedures	Health and Safety update reports and policies are reported via the People and Culture Committee	- Document	People and Culture Committee papers include regular updates. Health and safety management system documentation is available upon request.	<a href="#">People and Culture Committee - Welsh Ambulance Services NHS Trust</a>

## CLASS 5 – OUR POLICIES AND PROCEDURES

Subheading	Description	Format of Information	Availability	Links
Equality, Diversity, and Inclusion matters	EDI is considered at the People and Culture Committee	- Document	People and Culture Committee papers include regular updates and related documentation, e.g. Strategy Equality Plan. Other supporting artefacts are available upon request.	<a href="#">People and Culture Committee - Welsh Ambulance Services NHS Trust</a>
Equality Scheme	Strategic Equality Plan and the most recently published Annual Equality Report	- Documents on the Trust website	As per links, and papers reported to the People and Culture Committee available separately	<a href="#">Annual Equality Report 2022/2023-Equality Monitoring Report 2021-2022/ (nhs.wales)</a>

## CLASS 5 – OUR POLICIES AND PROCEDURES

Subheading	Description	Format of Information	Availability	Links
				<a href="#">Strategic Equality Plan 2024-2028 Welsh Ambulance Service NHS Trust</a> <a href="#">People and Culture Committee - Welsh Ambulance Services NHS Trust</a> <a href="#">People and Culture Plan 2023-2026</a>
Equality Impact Assessments	Equality Impact Assessments undertaken by the Trust	- Document	Board Papers Committee Papers, where presented to the Board	<a href="#">Trust Board Papers - Welsh Ambulance Services NHS Trust</a>

<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b>				
<b>Subheading</b>	<b>Description</b>	<b>Format of Information</b>	<b>Availability</b>	<b>Links</b>
Welsh Language Standards	Welsh Language Standards in accordance with the <a href="#">Welsh Language (Wales) Measure 2011</a>	- Documents on the Trust website	2022-23 Welsh Language Annual Report and link to Welsh Language Standards information on Trust webpage	<a href="#">2022-23 Welsh Language Annual Report</a>  <a href="#">Welsh Language Standards - Welsh Ambulance Services NHS Trust</a>
Trust Governing documents (Standing Orders)		- Documents on the Trust website	Governing documents including the Standing Orders, Standing Financial Instructions, Scheme of Reservation and Delegation and Matters Reserved for the Board	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a>

CLASS 5 – OUR POLICIES AND PROCEDURES				
Subheading	Description	Format of Information	Availability	Links
Complaints and Concerns	Related policies and procedures regarding 'putting things right', and the Duty of Candour and Duty of Quality	<ul style="list-style-type: none"> <li>- Documents on the Trust website</li> </ul>	Putting Things Right and general complaints and concerns page on website	<a href="#">Complaints and Concerns - Welsh Ambulance Services NHS Trust</a>  <a href="#">The Duty of Candour - Welsh Ambulance Services NHS Trust</a>  <a href="#">Duty of Quality - Welsh Ambulance Services NHS Trust</a>
Data Protection, records management and Caldicott guardian		<ul style="list-style-type: none"> <li>- Document</li> </ul>	Information Security Policy Data Protection Policy Records Management Policy Confidentiality Code of Conduct	Available on request; please contact the FOI Team on <a href="mailto:amb_GenMbx_FOI@wales.nhs.uk">amb_GenMbx_FOI@wales.nhs.uk</a>

## CLASS 5 – OUR POLICIES AND PROCEDURES

Subheading	Description	Format of Information	Availability	Links
Estates Management	Matters that relate to the Trust's estate are considered at the Finance and Performance Committee	- Webpage	- Finance and Performance Committee papers.	<a href="#">Finance and Performance Committee - Welsh Ambulance Services NHS Trust</a>
Charging regimes and related policies				Available on request; please contact the FOI Team on <a href="mailto:amb_GenMbx_FOI@wales.nhs.uk">amb_GenMbx_FOI@wales.nhs.uk</a>

CLASS 6 – LISTS AND REGISTERS				
Subheading	Description	Format of Information	Availability	Links
Publicly available registers	Board Members Register of Interests;  Register of Gifts, Hospitality and Sponsorship;  Remuneration details within Annual Reports	- Document	- Publicly available Registers on the Trust's website.	<a href="#">Publications - Welsh Ambulance Services NHS Trust</a>  <a href="#">Board Member Register of Interests-Updated 2024-03-27-Published.xlsx (nhs.wales)</a>  <a href="#">Gifts, Hospitality and Sponsorship Register for 2022-23</a>
List of main contracts / suppliers	Is available on request and is also published as part of FOI requests on the disclosure log relating to spend over £25k	- Document		Available on request; please contact the FOI Team on <a href="mailto:amb_Genmbx_FOI@wales.nhs.uk">amb_Genmbx_FOI@wales.nhs.uk</a>