



Freedom of Information Act

Definition document for health regulators

This guidance gives examples of the kinds of information that we would expect health regulators to provide in order to meet their commitments under the model publication scheme.

We would expect health regulators to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give a definitive list. The legal commitment is to the model publication scheme, and authorities should look to provide as much information as possible on a routine basis.

Who we are and what we do

Organisational information, structures, locations and contacts.

- The locations and contact details for the authority and where possible, named contacts.
- Organisational charts, roles and responsibilities, job specifications and responsibilities.
- Information relating to the legislation relevant to the authorities functions.
- Lists of and information relating to organisations which the authority has responsibility for and those it works in partnership with.
- Recruitment information, criteria, process, vacancies.
- Identification of, responsibilities of and biographical details of senior staff and council / board members. This should identify staff making strategic and operational decisions about the provision of the health regulator's services. Any biographical details that are not work related should be published only with consent.

<p>What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p>
<ul style="list-style-type: none"> • Financial statements. Annual and where practicable shorter timescales should be used ie half yearly or quarterly. • Staff allowances and expenses (claimed or incurred) produced in line with the authority's policies. • Workforce pay and grading details salaries should be shown by band • Financial statements for projects and events. • List of contracts awarded and their value (contracts that are of a significant size to have gone through a formal tendering process).
<p>What are our priorities and how are we doing Strategies and plans, performance indicators, and reviews.</p>
<ul style="list-style-type: none"> • Corporate plans. • Business plan. • Organisational and departmental performance reviews. • Service standards. • Progress reports and statistics on an annual basis but where practicable on a shorter timescales ie quarterly.
<p>How we make decisions Decision making processes and records of decisions.</p>
<ul style="list-style-type: none"> • Major policy proposals and decisions. • Public consultations. • Minutes of meetings, including senior level meetings. • Reports and papers provided for consideration at meetings.
<p>Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.</p>
<ul style="list-style-type: none"> • Human resource policies including equality and diversity, recruitment etc. • Procurement and tendering procedures. • Internal guidelines, instructions and manuals. • Customer service. • Charging regimes these policies should include charges made for information routinely published and clearly state what costs are to be recovered and why. • Records management and personal data policies.

Lists and registers

Any information we are currently legally required to hold in publicly available registers.

- Register of Practitioners.
- List of Approved Courses.
- Register of gifts and hospitality provided to Board members and senior personnel.
- Any register of interests.
- Disclosure logs (these are recommended as good practice).

The Services We Offer

Information about the services we offer, leaflets and guidance produced for the public and businesses. Details of the services for which we are entitled to recover a fee together with those fees.

- Advice and guidance.
- Media releases.
- Leaflets and booklets.
- Standards.
- Reports and research.
- Professional codes/ standards of conduct.
- CPD guidance.