



Freedom of Information Publication Scheme

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Introduction

This Publication Scheme is a complete guide to the information published by NHS Great Yarmouth and Waveney CCG. It is a description of the information about our Trust, which we make (or intend to make) publicly available. We shall review the Scheme at regular intervals and monitor how it is operating.

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information about NHS Great Yarmouth and Waveney CCG easily. NHS Great Yarmouth and Waveney CCG has a legal duty to adopt and maintain a Publication Scheme for the publication of NHS Great Yarmouth and Waveney CCG's information. The purpose of the Act is to promote greater openness by public authorities (of which NHS Great Yarmouth and Waveney CCG is one).

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 Act and at common law. Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed someone who is called a Caldicott Guardian, and who has responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights. In NHS Great Yarmouth and Waveney CCG, our Caldicott Guardian is Rebecca Hulme.

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1 Common Lane North
Beccles, Suffolk
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www.greatyarmouthandwaveneyccg.nhs.uk
01502 719 500

Information Management

Information falling into the Classes will be retained in line with the NHS Great Yarmouth and Waveney CCG Trust's retention and disposal schedules, which comply with: The Records Management: NHS Code of Practice April 2006 (Department of Health)

Feedback

Any applications, questions or comments about this Publication Scheme should be sent in writing in the first instance to the Information Governance Manager

Arden and Gem CSU
FOI Team, Room 18
Scarsdale
Newbold Road
Chesterfield
S41 7PF

or email via agcsu.foi.norfolkwaveneyccgs@nhs.net

If you have a complaint about the operation of the Publication Scheme, or how NHS Great Yarmouth and Waveney CCG has dealt with your request for information from the Scheme, please write to the Complaints Department:

NHS Great Yarmouth & Waveney CCG
Beccles House
1 Common Lane North
Beccles
Suffolk, NR34 9BN

E-mail: GYWCCG.complaints@nhs.net

1. Who we are and what we do

NHS Great Yarmouth and Waveney Clinical Commissioning Group (CCG). Clinical Commissioning Groups are new organisations as part of the changes to the NHS brought about by the Health and Social Care Act 2013. The CCG is run and led by local clinicians, including GPs, nurses and hospital doctors that have taken over the responsibility for planning, organising and purchasing NHS-funded healthcare for the people of Norwich. CCGs took on some of the duties of the former Primary Care Trusts (PCTs) when the PCTs were abolished in March 2013, but also have new responsibilities.

All GP practices belong to a CCG. CCGs commission most health services, including:

- planned hospital care
- rehabilitative care
- urgent and emergency care (including out-of-hours)
- most community health services
- mental health and learning disability services

CCGs can commission any service provider that meets NHS standards and costs. These can be NHS hospitals, social enterprises, charities, or private sector providers.

However, they must be assured of the quality of services they commission, taking into account both National Institute for Health and Care Excellence (NICE) guidelines and the Care Quality Commission's (CQC) data about service providers.

Both NHS England and CCGs have a duty to involve their patients, carers and the public in decisions about the services they commission.

Organisational structure

NHS Great Yarmouth and Waveney CCG is a free-standing NHS body, governed by a Board of local people, who are responsible to the Secretary of State for Health. The Board is made up of 'clinicians' such as doctors and nurses who work locally within the NHS, as well as 'lay' members, who are part of the local community and executive managers. The Board is supported by the Clinical Cabinet which enables local health professional to play a central role in determining the CCG strategic direction. Further details on the Board and structures is available please click [here](#) for further information.

Lists of and information relating to organisations with which the authority works in Partnership

NHS Great Yarmouth and Waveney CCG provides many services in partnership with other organisations and stakeholders. These include:

- Acute Trusts
- Norfolk and Waveney Mental Health NHS Foundation Trust
- Independent practitioners, such as GPs
- District Councils
- Norfolk County Council
- Norfolk Police
- Voluntary and charitable bodies

There are also Local Strategic Partnerships and we have a number of joint appointments with the Local Authority, including the Director of Public Health who drives this agenda forward.

Some partnerships are involved in joint service delivery, others will include information sharing. NHS Great Yarmouth and Waveney CCG will agree with any of these partners the information provided about them before disclosing it.

Senior staff and Governing Body members

Current details of the following post holders can be viewed on the NHS Great Yarmouth and Waveney CCG [website](#).

Location and contact details for all public facing departments

Patient Advice & Liaison Service (PALs)

Telephone: 01502 719567

Email: GYWCCG.PALS@nhs.net

Customer Service for Compliments, Concerns and Complaints

Telephone: 01502 719567

Email: GYWCCG.complaints@nhs.net

Arden and Gem CSU

FOI Team, Room 18

Scarsdale

Newbold Road

Chesterfield

S41 7PF

or email via aqcsu.foi.norfolkwaveneyccgs@nhs.net

2. What we spend and how we spend it

NHS Great Yarmouth and Waveney CCG will provide the following information:

- How NHS Great Yarmouth and Waveney CCG obtains funding for its services.
- Framework for deciding on how funding is allocated for services.
- Annual financial accounts.
- Procurement Policy.
- Standard terms and conditions including Governing Body members allowances.
- Official Journal of the European Community adverts (OJEC)
- Background information relating to tenders.

The Annual Report and other such documentation can be found [here](#)

3. What are our priorities and how are we doing

NHS Great Yarmouth and Waveney CCG is responsible for commissioning health services to meet the needs of the population of Norfolk. Our priorities can be found on our [website](#).

4. How we make decisions

In this class we include the categories of items we routinely publish. This includes items such as:

- Annual Report.
- Board meetings agendas, minutes and supporting papers.
- Governing Body and other sub-committee agendas, minutes and supporting papers
- Business plan

We also publish our patient and public involvement strategy and public consultations including the results of these, [click here](#) to see.

5. Our Policies and Procedures

A full list of NHS Great Yarmouth and Waveney CCG publications is available on our website. Click [here](#) to find out more.

6. List and registers

We will make publicly available information contained in currently maintained lists and registers.

- Any information we are currently legally required to hold in publicly available registers
- List of main contractors / suppliers
- Asset registers and Information Asset Register
- Register of gifts and hospitality

- Register of interest
Disclosure Log - our disclosure logs indicating the information that has been provided in response to requests will be made available on request.

7. The services we offer

NHS Great Yarmouth and Waveney CCG plans and contracts a full range of healthcare services for local people. This includes buying the services of GPs and paying for community and other specialist services, as well as hospital care and mental healthcare.

We work with other partners, such as local councils, GPs and other NHS organisations, to improve the general health of people in Norfolk. This follows one of the seven key principles of the NHS Constitution which requires us to work across organisational boundaries and in partnership with other organisations in the interest of patients, local communities and the wider population.

If you have any comments about our plans and contracts or wish to suggest an improvement to them, please contact our Patient Advice and Liaison Service (PALS):

Our PALS service can be contacted on: 01502 719567 by e-mailing them at GYWCCG.PALS@nhs.net

8. About this publication scheme

We will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management generally in the CCG. We will also publish any proposed changes or additions to publications already available. We have a leaflet on this scheme at <http://www.norfolk.nhs.uk/freedom-information>

9. Rights of access to Information

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 Act obliges NHS Great Yarmouth and Waveney CCG to respond to requests about the information which it holds and is recorded in any form and it will create a right of access to that information. These rights are subject to some exemptions, which the Trust has to take into account before deciding what information can be released. The Publication Scheme will help you to find all the information which the organisation publishes.

Information will be provided in the language in which it is held or in such other

language that is legally required. Where an authority is legally required to translate any information, it will do so.

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

Some information held by NHS Great Yarmouth and Waveney CCG will have to be exempted from disclosure under the Freedom of Information Act 2000. This means that sometimes not all of the material can be made available for publication or that the material made available may be edited. The Freedom of Information Act has 23 clauses of exemptions.

10. Written Requests

Information held by a public authority 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.

Under the Data Protection Act 2018, you are also entitled to access any personal records the CCG hold about yourself. You will need to make a written request to:

Information Governance – NHS Great Yarmouth and Waveney CCG
Arden and Gem CSU
Scarsdale
Newbold Road
Chesterfield
S41 7PF S41 7PF

E-mail: agcsu.informationgovernancenorfolk@nhs.net

(For access to your General Practice records, you should contact your GP directly).

11. Cost of Information available under this scheme

For the most part, we will charge you only for hard copies or copying onto media (i. e. CD-ROM). Most information is available free from our website. Clearly any costs for Internet Service provider and personal printing costs would have to be met by the individual.

Confirmation of any payment due will be given to you prior to the information being provided and payment may be requested prior to the provision of the information.

For those without Internet access, a single printout as on the website will normally be available, free of charge, by post from us. However, requests for multiple printouts, or for archived copies of documents which are no longer accessible or available on the web, may attract a charge for the retrieval, photocopy, postage etc. Requests should be made to the FOI Officer at NHS Great Yarmouth and Waveney CCG

Copyright

Information you receive which is not subject to Crown Copyright continues to be protected by the copyright of NHS Great Yarmouth and Waveney CCG, from which the information originated. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder (i.e. NHS Great Yarmouth and Waveney CCG). If you hold a current Crown Copyright Click-Use Licence obtained under the Public Sector Information (PSI) Regulations from the Office of Public Sector Information (OPSI), which will cover NHS information for re-use, then that is sufficient. If you do not hold such a licence, you must ensure that you gain our permission before reproducing any of our (non Crown Copyright) information.

You can find details on the arrangements for re-using information on the Office of Public Sector Information website at: <http://www.opsi.gov.uk/click-use/index.htm>

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Contact details for the Information Commissioner's Office are;

Information Commissioners Office

Wycliffe

House Water

Lane

Wilmslow

Cheshire SK9 5AF Tel

03031231113

<https://www.ico.gov.uk/>