

Publication Scheme

When the Freedom of Information Act 2000 came into force it made public authorities responsible for making the information that they hold available to the public. A publication scheme is a system, normally website, by which a public authority makes a commitment to routinely publish information to members of the public. The publication scheme also holds a general index of the classes of information contained within, so that individuals can see what types of information are/should be available.

The Information Commissioner's Office is responsible for auditing and assisting public authorities with the publication scheme. As part of this they have produced a model scheme to which public authorities can adhere. NHS Coventry has decided to adopt and formally commit to the ICO's model scheme. For further information, including a variety of helpful guidance notes regarding the publication scheme and related Acts, please visit the ICO's website at www.ico.gov.uk

This publication scheme is a signpost to information that is available on NHS Coventry's website at www.coventry.nhs.uk. Through the website we endeavour to publish as much information as possible, and to ensure that the information available is routinely checked and maintained for accuracy. The information contained within our site has been laid out in what we hope is an easy to use and comprehensive manner, and covers every class of information set out by the Information Commissioner's Office for a standard publication scheme.

All information contained within the publication scheme can be re-used in its original context free of charge for non-commercial, or not for profit purposes. For all other purposes a Re-use of Information licence would be required from NHS Coventry. If you would like further information not contained within the scheme, please contact contactus@coventrypct.nhs.uk.

The classes of information available are as follows:

- Class 1: Who We Are and What We Do –
Organisational information, locations and contacts, constitutional and legal governance
- Class 2: What We Spend and How We Spend It –
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
- Class 3: What Are Our Priorities and How Are We Doing –
Information relating to the PCT's strategies and plans, performance indicators, audits, inspections and reviews
- Class 4: How We Make Decisions –
Information about the PCT's decision making processes and decisions we have made
- Class 5: Our Policies and Procedures –
PCT policies and procedures for delivering our services and responsibilities
- Class 6: Lists and Registers –
Information about current lists and registers maintained by the PCT
- Class 7: The Services We Offer –
Information about the services we offer including leaflets, guidance and newsletters

Class 1: Who We Are and What We Do

NHS Coventry is part of the National Health Service (NHS), which forms a very large part of the public sector. To view the NHS website please visit www.nhs.uk.

The Department of Health is responsible for guiding the strategic direction of the NHS and does this through providing key national strategies, such as the NHS Plan. The Department of Health website is available at www.dh.gov.uk

The [Our Work | NHS Coventry](#) section of our website provides more information regarding our organisational structure, our commissioning and provider roles and how NHS Coventry fits into the overall NHS structure. This section also gives insight into the running, and members of, our Board and Executive teams.

Our website also contains full details of how to contact us with various enquiries and details of all our various site locations. The Patient Advice section contains details of public facing departments and services.

Our purpose

Our purpose is to improve the health of individuals and communities in Coventry and provide the best possible healthcare that we can afford. In carrying out our purpose we will make sure we work in partnership with the other agencies in the city. We will involve patients and carers and local people in what we are doing and take account of the city's many cultures and communities. We will strive to be an organisation that learns from all it does and values and supports the people who work in it.

Class 2: What We Spend and How We Spend It

Within the [Corporate Information | NHS Coventry](#) section of the web site there is information on the financial performance, budget and variance. The PCT's Annual Reports and provides a full yearly account of how monies have been allocated throughout the PCT. It also provides insight into other accountable information, such as Board members allowances and expenses. Policies and procedures relating to the conduct of business and the provision of services along with the Standing Financial Instructions and Standing Orders are detailed within the Corporate Governance Framework which can be accessed through the following web link <http://nww.covwarkitc.nhs.uk/pct/policies/Corporate%20Policies/Corporate%20Governance%20Framework%20-%20November%202009.pdf>. Reports, agendas and minutes from the following sub committees of the PCT Board are available by contacting us through contactus@coventrypct.nhs.uk:

- Audit Committee

- Integrated Governance Committee
- Professional Executive Committee
- Finance and Performance Committee
- Provider Services Board
- Business Case

As the lead organisation for the NHS in Coventry we are responsible for making sure funding for health services is targeted where it is needed the most, NHS care is of the highest standard and, ultimately, local people are able to lead longer, healthier lives. This role is known as commissioning and involves directing NHS funds into a wide range of services that meet the needs of all communities in Coventry. For example, we commission services from hospitals, general practitioners (GPs) and dentists and contract with Optometrists and Pharmacies so that suitable treatment is available where and when it is needed. For information explaining what commissioning is please visit the [What is commissioning? | NHS Coventry](#) section of the web site.

The NHS Coventry Strategic Plan has built on the progress made since returning the health economy to financial balance in 2007/8. Mindful of the challenges which lie ahead, the Strategic Plan has enabled NHS Coventry to take stock and re-prioritise. The Strategic Plan recognises the challenges that have been set through the Operating Framework and NHS Coventry is committed to the ensuring strong performance against the Vital Signs standards, which are aligned with the Local Area Agreement targets. The full Strategic Plan can be found at [Vision and Strategy | NHS Coventry](#)

NHS Coventry aims to build the website to include details of purchasing and supplying contracts at a later date. However, in the interests of commercial confidentiality this will start to occur once contracts have reached their end date. In the meantime if you require any information regarding procurement or estates please feel free to request information from us under the [Freedom of Information Act 2000](#) through our dedicated Freedom of Information link at foi@coventrypct.nhs.uk

All pay grades are currently included as jobs go out to advert on the NHS website. For all current job vacancies please visit www.nhs.uk/jobs and search for jobs within Coventry. NHS Coventry follows the Agenda for Change pay structure. For a full list of NHS pay rates please [click here](#) to visit the NHS Careers website.

Class 3: What Our Priorities Are and How We Are Doing

Our values:

NHS Coventry seeks to:

- Treat each person with dignity and respect
- Involve patients and carers in their care and treatment and respect their right to make choices and decisions about their lives
- Plan care and services taking into account that people have many different needs, not just physical needs
- Do our best to make sure that services are reliable and can be accessed by everyone who needs them when they need them
- Be honest and open about how decisions are made

Our vision:

Our vision for the future of health and healthcare in Coventry is one of clinicians driving the design of clinical services which benchmark well against the very best in the country to deliver significant improvements in the quality of life and life expectancy for our local population

This website has a whole section dedicated to [Corporate Information | NHS Coventry](#). This section contains both statutory information that NHS Coventry is required to publish together with further information about the PCT's activities. A further section on the web site provides information on the rights of the public in relation to NHS services, [Your Rights | NHS Coventry](#).

In terms of the priorities for NHS Coventry, these are all explained in the [Vision and Strategy | NHS Coventry](#). The section outlines our strategic plan for future of health and healthcare in Coventry and sets out our goals until 2014 and how NHS Coventry plans to achieve them.

Focusing on those areas which will have the maximum impact and make a real difference to the health of our population, we have identified three Priority Strategic Themes, full details of which can be found through the [Vision and Strategy | NHS Coventry](#) section:

- Addressing lifestyle risk management within the population
- Improving longterm condition management in the community
- Improving overall Primary Care (GP) quality

Within these themes, we have developed a range of health improvement initiatives which meet our criteria of impact, feasibility and cost benefits, and have put in place a governance framework to ensure delivery by the end of 2014. Our aim is to reduce the number of premature deaths across the city by 2,800. This aligns with the [Public Health | NHS Coventry](#) section which covers the recent Public Health reports.

NHS Coventry tries to highlight other priorities and achievements throughout this website, under the different service/directorate areas. For example, within our [Get Involved | NHS Coventry](#) section we have an area of the site dedicated to keeping Coventry residents informed about health services in their area; consulting local communities about planned changes to health services; and involving communities when decisions are being made which will affect how health services are provided. Additionally, the [Publications | NHS Coventry](#) provides information about key publications which provide the public with key strategic and health promotion messages. The [Your Rights | NHS Coventry](#) page offers information and advice to the public on what can be expected from us and what we expect from you as service users.

NHS Coventry provides healthcare to the widely divers population of Coventry, and there is a section on the web site which provides information regarding how our health care commissioning and health care provision will aim to meet the needs of Coventry's diverse communities, reduce health inequalities and comply with legal duties to promote equality, diversity & human rights. The link for this section is [Equality, Diversity and Human Rights | NHS Coventry](#).

NHS Coventry is monitored and scrutinised by a number of external bodies, covering different aspects of its performance, such as

professional conduct, services and adverse events. These include the care Quality Commission, External Auditors, the Nursing and Midwifery Council and General Dental and Medical Councils.

Class 4: How We Make Decisions

Being a public authority, NHS Coventry is aware that the decisions we make effect the public and the spending of public monies, therefore we try to involve and consult with the public as much as possible.

The homepage of our website www.coventry.nhs.uk contains advertising spaces where we regularly advertise any upcoming consultation events. We also use these spaces to make the public aware of any documents available for consultation as well as the latest news and features which we believe may be of interest to the public of Coventry. The [Get Involved | NHS Coventry](#) section details consultation exercises and provides access to consultation papers and the results of such exercises. This is our way of keeping Coventry residents informed about health services in their area; consulting local communities about planned changes to health services; and involving communities when decisions are being made which will affect how health services are provided.

The PCT has a standing invitation to members of the public to attend the public part of the bi-monthly Board meetings and invites the public to ask questions. The dates and times of the meetings are published, along with copies of the Board papers on the website under the [Board papers - About NHS Coventry - Coventry PCT](#) section.

Updates regarding the PCT are made available to the public and press via our Communications Team. This is done through media releases and on the [Publications | NHS Coventry](#) section of our website. If you would like to make a press enquiry or contact the Communications Team, please do so by emailing contactus@coventrypct.nhs.uk

Class 5: Our Policies and Procedures

All policies and procedures that are currently ratified through the Board and information on those policies which have been through the process can be accessed via the [Board papers - About NHS Coventry - Coventry PCT](#) page. Members of the public who wish to make a complaint to NHS Coventry, please to see our advice leaflet which will give you information about the NHS complaints

procedure. NHS Coventry encourages and welcomes comments about and criticisms of the healthcare services it commissions. Complaints may be made to the PCT about any member of staff employed by, all services provided by and any matter reasonably connected with the exercise of its functions. Please click on this link for further information [How to make a complaint | NHS Coventry](#).

The [Your Rights | NHS Coventry](#) section of our website has been set up to help you better understand what to expect from your local NHS, and what the NHS expects from you. The [Protecting your information | NHS Coventry](#) section of the web site explains why NHS Coventry sometimes has to ask for information about you, the ways in which we use it, and how we ensure it is kept confidential.

Class 6: Lists and Registers

The Freedom of Information Act 2000 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. Under the [Freedom of Information Act 2000](#) 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 PCT Board has prepared a Corporate Governance Framework (which can be accessed via the link <http://www.covwarkitc.nhs.uk/pct/policies/Corporate%20Policies/Corporate%20Governance%20Framework%20-%20November%202009.pdf>) and which is based on a model prepared by the Department of Health. Using this model the PCT Board has agreed the following documents:

- Code of Conduct, Accountability and Openness
- Scheme of Reservation and Delegation
- Standing Financial Instructions and Standing Orders
- Register of Use of Coventry PCT Seal
- Register of Members' Interests

We do not currently produce any other lists or registers, however, a list of our main contractors and suppliers is available if requested. If such information is required please contact us using the foi@coventrypct.nhs.uk email address.

Class 7: The Services We Offer

This class of information encompasses all the services that NHS Coventry provides and commissions. This website has a section from the home page headed [Health Services | NHS Coventry](#) in which you will find how to access the following services that the PCT offers:

- Blood test services
- Dentists
- GPS
- Pharmacy
- Other health services

NHS Coventry is having a new £20million health facility built in the city centre. The health facility will provide new and improved accommodation for local existing GP practices, as well as the city's NHS Walk-in Centre, the new GP-led Health Centre, the GP Out of Hours Service and a wide range of community and city-wide services currently based on the Coventry and Warwickshire site. The new facility will also have a pharmacy, community café and space for a wide range of clinics and services to serve the health needs of local people. Further information about community health services can be found through the www.coventrycommunityhealthservices.nhs.uk web site.