

### A Guide to Information on the Publication Scheme

South London and Maudsley NHS Foundation Trust routinely publishes information about the organisation under the classes of information outlined in the Publication Scheme. This guide specifies the documents available and their format.

Information are marked as available “online” can be found on the Trust’s website – [www.slam.nhs.uk](http://www.slam.nhs.uk) , where information are marked as available “on request” these can be obtained by contacting the Trust’s Corporate IG Officer either by email to [FOI@slam.nhs.uk](mailto:FOI@slam.nhs.uk) or in writing to the following address:

Corporate IG Officer  
Maudsley Hospital  
Denmark Hill  
London SE5 8AZ

We are entitled in some instances to charge for providing copies of documents, in particular paper copies, the Trust will in most cases provide them free of charge.

Information	Format	How to access	Cost *
<b>1- Who we are and what we do</b>			
How we fit in the NHS structure	Online	Trust website	Free
Organisational chart	Online	Trust website	Free
Organisations which the Trust works in partnership	Online	Trust website	Free
How to contact us	Online	Trust website	Free
<b>2- What we spend and how we spend it</b>			
Annual statement of accounts	Online	Trust website	Free
Budget and variance report	Online	Trust website	Free
Annual management report	Online	Trust website	Free
Standing financial instructions	Online	Trust website	Free
Capital programme	Online	Trust website	Free
Pay allowance expenses	Online	Trust website	Free
Staff pay scales	Online	Trust website	Free
Procurement and tendering procedures	Online	Trust website	Free

Details of contracts currently being tendered	Online	Tenders Electronics Daily	Free
Contracts	On request	Corporate IG Officer	Free
<b>3- What our priorities are and how we are doing</b>			
Annual Reports	Online or on request	Trust website	Free
Annual Plan	Online or on request	Trust website	Free
Strategic direction	Online or on request	Trust website	Free
Key Performance Indicators (KPI) Reports	Online or on request	Trust website	Free
Clinical Governance Annual Report	Online or on request	Trust website	Free
Audit Reports	Online or on request	Trust website	Free
Service user surveys	Online or on request	CQC website	Free
<b>4- How we make decisions</b>			
Trust Board papers (agendas, minutes, supporting papers)	Online or on request	Trust website	Free
Patient and Public Involvement Strategy	Online or on request	Trust website	Free
Public consultations	Online or on request	Trust website	Free
<b>5- Our policies and procedures</b>			
Trust Policies	Online or on request	Trust website	Free
Standing financial instructions	Online or on request	Trust website	Free
Guidance on FOI fees regulations	Online Hard copy on request	Trust website	Free
<b>6- Lists and Registers</b>			
List of main contractors / suppliers	Redacted hard copy on request	Corporate IG Officer	Free
IT asset register	Redacted hard copy on request	Corporate IG Officer	Free
Information asset register	Redacted hard copy on request	Corporate IG Officer	Free
Register of interests	Redacted hard copy on request	Corporate IG Officer	Free
Register of gifts and hospitality provided to Board Members	Redacted hard copy on request	Corporate IG Officer	Free
FOI Disclosure log	Redacted hard copy on request	Corporate IG Officer	Free

7- Services we offer			
Clinical services directory	Online	Trust website	Free
Corporate services	Online	Trust website	Free
Patient Information	Online Hard copy on request (except multimedia)	Trust website	Free
Patient Advice and Liaison Service	Online Hard copy on request	Trust website	Free
Trust News	Online Hard copy on request	Trust website	Free
A guide to information on the publication scheme	Online Hard copy on request	Trust website	Free

IG Operations Lead  
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