

Hull and East Yorkshire Hospitals NHS Trust

## Publication Scheme

Under Section 19 of the Freedom of Information Act 2000, Hull and East Yorkshire Hospitals NHS Trust has a legal duty to adopt and maintain a publication scheme for the publication of Trust information. This publication scheme is a guide to the information routinely published by the Trust. It is a description of the information about the Trust which is made publicly available.

The Trust will review the scheme at regular intervals and monitor how it is operating. It is important to the Trust that this scheme meets your needs so your feedback would be valuable.

The purpose of the Act is to promote greater openness by public authorities, of which Hull and East Yorkshire Hospitals NHS Trust is one. The publication scheme will help you to find the following information.

Class 1: Who we are and what we do

The Trust's Vision, Values and Goals are here:

<https://www.hey.nhs.uk/wp/wp-content/uploads/2016/04/visionvaluesgoals.pdf>

You can find a range of information about Hull and East Yorkshire Hospitals NHS Trust on this page:

<https://www.hey.nhs.uk/about-us/corporate-documents/>

This page contains our:

Trust strategies – what we are aiming to do over the next 1 – 5 years

Quality Accounts and Quality and Safety Priorities – what goals have we set for patient safety and how successful we have been in making improvements in quality of patient care

Annual Reports – what we have done each year, how much public money we have received and how this has been spent (annual accounts)

Other corporate documents that describe what we do, including our annual statements against Modern Slavery and Emergency Preparedness Statements

You can find information about our Trust Board here:

<https://www.hey.nhs.uk/about-us/trust-board-meetings/>

We publish on this page the meeting papers for our public Trust Board meetings. Each meeting includes the following information:

Integrated Performance Report – year-to-date performance against NHS Constitutional targets (waiting times including the four-hour Emergency Department target, cancer waiting times and elective waiting times (18 week)

Integrated Performance Report – this report also contains year-to-date financial information – income, expenditure, cost savings and financial risks

Quality Report – monthly information about serious incidents, PALS, Compliant and compliments, infection reduction and control and other quality issues of note. The report has an appendix of ward dashboards to see at a glance the staffing levels on each ward and other safety issues (number of incidents, complaints and other measures per ward)

Reports and minutes from the Trust Board's Committees as-and-when these occur

Safer Staffing information – information about our nursing staff numbers. This is also published separately after each Trust Board meeting here:

<https://www.hey.nhs.uk/about-us/safer-staffing/>

You can find information about how our Trust Board and Committees are structured here:

<https://www.hey.nhs.uk/download/structure/>

You can find information about the Trust's Senior Team (Trust Board) here:  
<https://www.hey.nhs.uk/about-us/our-senior-team/>

You can find information about the Trust's work on Equalities (Public Sector Equality Duty) including the Workforce Race Equality Scheme (WRES) here:  
<https://www.hey.nhs.uk/about-us/equality/>

You can find out about day-to-day work and news in the Trust via our Social Media:  
<https://www.hey.nhs.uk/social/>

You can find the Trust's news stories here:  
<https://www.hey.nhs.uk/about-us/news/>

Class 2: What we spend and how we spend it

You can find information about our Trust Board here:  
<https://www.hey.nhs.uk/about-us/trust-board-meetings/>

We publish on this page the meeting papers for our public Trust Board meetings. Each meeting includes the Integrated Performance Report – Integrated Performance Report – this report also contains year-to-date financial information – income, expenditure, cost savings and financial risks

You can find information about Hull and East Yorkshire Hospitals NHS Trust on this page:  
<https://www.hey.nhs.uk/about-us/corporate-documents/>

This page contains our:  
Annual Reports – what we have done each year, how much public money we have received and how this has been spent (annual accounts)

You can find information on Trust expenditure over £25,000 here:  
<https://www.hey.nhs.uk/download/trust-expenditure-25k/>

You can find information on the Senior Team's expenses here:  
<https://www.hey.nhs.uk/download/senior-team-business-expenses/>

The Trust Board and the organisation make decisions in line with the Trust's Standing Orders and Standing Financial Instructions. These are available here:  
<https://www.hey.nhs.uk/about-us/corporate-documents/>

Class 3: What our priorities are and how we are doing

The Trust's Vision, Values and Goals are here:  
<https://www.hey.nhs.uk/wp/wp-content/uploads/2016/04/visionvaluesgoals.pdf>

You can find information about Hull and East Yorkshire Hospitals NHS Trust on this page:  
<https://www.hey.nhs.uk/about-us/corporate-documents/>

This page contains our:  
Trust strategies – what we are aiming to do over the next 1 – 5 years  
Quality Accounts and Quality and Safety Priorities – what goals have we set for patient safety and how successful we have been in making improvements in quality of patient care

Class 4: How we make decisions

You can find information about our Trust Board here:  
<https://www.hey.nhs.uk/about-us/trust-board-meetings/>

The Trust Board is the most senior decision-making Board in the organisation. All the reports that are considered by the Trust Board are available at the above link.

The Trust Board and the organisation make decisions in line with the Trust's Standing Orders and Standing Financial Instructions. These are available here:

<https://www.hey.nhs.uk/about-us/corporate-documents/>

You can find information about how our Trust Board and Committees are structured here:

<https://www.hey.nhs.uk/download/structure/>

#### Class 5: Our policies and procedures

You can find a range of information about Hull and East Yorkshire Hospitals NHS Trust on this page:

<https://www.hey.nhs.uk/about-us/corporate-documents/>

This page contains our:

Trust strategies – what we are aiming to do over the next 1 – 5 years

Other corporate documents that we are required to publish, including our Standing Orders and Standing Financial Instructions and Learning from Deaths Policy

You can find information about the Trust's work on Equalities (Public Sector Equality Duty) including the Workforce Race Equality Scheme (WRES) here:

<https://www.hey.nhs.uk/about-us/equality/>

You can find information about the Trust's statement on Eliminating Mixed Sex Accommodation here:

<https://www.hey.nhs.uk/about-us/corporate-documents/emsa/>

You can find out about how we use confidential patient information here:

<https://www.hey.nhs.uk/patients-and-visitors/confidential-information-about-you/>

#### Class 6: Lists and Registers

You can find the list of declared interests of the Trust's senior team here:

<https://www.hey.nhs.uk/about-us/interests/>

You can find information on Trust expenditure over £25,000 here:

<https://www.hey.nhs.uk/download/trust-expenditure-25k/>

You can find information on the Senior Team's expenses here:

<https://www.hey.nhs.uk/download/senior-team-business-expenses/>

#### Class 7: The services we offer

An A-Z of our services and departments is here:

<https://www.hey.nhs.uk/a-z/>

A range of information for patients and visitors who are using our services is here:

<https://www.hey.nhs.uk/patients-and-visitors/>

Patient Information Leaflets about services and medical conditions can be found here:

<https://www.hey.nhs.uk/patients-and-visitors/patient-leaflets/>

We offer a Patient Advice and Liaison service if you want to get in touch and raise a concern or give a compliment:

<https://www.hey.nhs.uk/patients-and-visitors/feedback/>

## Requests for information

If you would like to request a copy of your Medical Records, you can contact the Patient Administration Team on 01482 604407. A charge can be levied for the cost of providing this.

If you are looking for information about Hull and East Yorkshire Hospitals NHS Trust and is not covered by any of the information available through the Publication Scheme, you can make a Freedom of Information Act request free of charge:

<https://www.hey.nhs.uk/about-us/freedom-of-information/>

If you are a member of staff and you wish to make a Subject Access Request regarding your personnel record, you can contact the Human Resources team: [recruitment.team@hey.nhs.uk](mailto:recruitment.team@hey.nhs.uk) A charge can be levied for the cost of providing this.

## Feedback and queries:

If you have a query for the hospital, please use this page to find the right route to contact us:

<https://www.hey.nhs.uk/contact/>

Or you can use the A-Z of services and departments:

<https://www.hey.nhs.uk/a-z/>

If you would like to give feedback about the publication scheme, please contact the Information Governance team: [information.governance@hey.nhs.uk](mailto:information.governance@hey.nhs.uk)