

NHSLA Publication Scheme

NHS Litigation Authority

Freedom of Information Publication Scheme

January 2010

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1. Introduction

This Publication Scheme is a complete guide to the information routinely published by the NHS Litigation Authority. It is not a list of actual documents, since this will change as new material is produced, but is rather a description of the classes or types of information available.

The person responsible for the publication scheme on behalf of the NHSLA is Alison Bartholomew, Risk Management Director and Senior Information Risk Owner (SIRO).

Most publications can be downloaded directly from our website www.nhsla.com. Alternatively, you may contact us at the address below for a hard copy of the information. No charge will be made.

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We have published the scheme because it is a requirement of section 19 of the *Freedom of Information Act 2000*. The purpose of the Act is to promote greater openness by public authorities, such as the NHSLA, and in drawing up our scheme we have taken into account the kind of information requests we have received to date. We will review the scheme at regular intervals and monitor how it is operating. Any questions, comments or complaints about the scheme should be sent to:

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2. About the NHSLA - who we are and what we do

Information	Detail of publication	Availability
Key documents setting out the Authority's functions	Framework document	Website
	Establishment legislation	Website
The history, role and responsibilities of the NHSLA	Factsheet 1	Website
Organisational structure	Organisational chart	Website
Structure and senior staff	Annual Report/Organisational chart	Website
Relationships with other organisations	Joint statements	Website
Contact details	Website	Website

3. Financial information - what we spend and how we spend it

Information	Detail of publication	Availability
Annual statement of accounts	The Authority's audited accounts	Website
Financial policies -	Standing Orders	On request
	Standing Financial Instructions	On request
Financial claims data	Factsheet 2 – annual overview	Website
	Factsheet 5 – trust details	Website
Staff and Board members' allowances	Annual Report	Website
Staff pay and grading structures	Agenda for Change (most employees)	www.nhsemployers.org
	Department of Health Very Senior Managers' Pay Framework for Strategic Health Authorities, Special Health Authorities, Primary Care Trusts and Ambulance Trusts (senior employees)	www.dh.gov.uk
	Annual Report (executive and non-executive directors)	Website
	Human Resources policies	Website
Funding	See Factsheet 1	Website

4. Corporate information – our priorities and how we are doing
– how we make decisions

Information	Detail of publication	Availability
General information	Annual Report	Website
	Business Plan	Website
Board papers	Agenda, supporting papers and minutes	Website
Risk management contract report	DNV Annual report for the NHSLA	Website

5. Our Policies and procedures

Information	Detail of publication	Availability
Policies and procedures relating to the conduct of business and the provision of services	NHS Indemnity guidance	Website
	Clinical Negligence reporting guidelines	Website
	Other CNST rules and guidance	Website
	LTPS reporting guidelines	Website
	Other RPS rules and guidance	Website
	Guidance to trusts on handling equal pay claims	Website
	NHSLA Risk Management Standards	Website
	Equality Scheme	Website
Policies and procedures relating to human resources	HR Policies	Website
Standing financial procedures	See finance section	
Standing orders	See finance section	
Complaints Policy and procedure	Complaints leaflet	Website
	Complaints Policy	Website
Information governance policies and procedures	Information Governance Policies	Website
Policies and procedures relating to risk management	Risk Management Policies	Website
Policies and procedures relating to health & safety	Health & Safety Policies	Website

6. Lists and registers

Information	Detail of publication	Availability
Main contractors and suppliers	Panel solicitors, actuaries & risk management provision - Annual Report	Website
Assets		On request
Register of interests		On request
Register of gifts and hospitality provided to Board members and senior personnel		On request

7. The services we operate

Information	Detail of publication	Availability
Clinical negligence claims handling	Policies, forms, guidance etc for trusts	Website
Non-clinical negligence claims handling	Policies, forms, guidance etc for trusts	Website
NHS claims overview facts and figures	Factsheets 2, 3 & 5	Website
Equal pay claims advice	Various	Website
Human Rights Act information	Factsheets & Newsletter	Website
FHSAU information	Various documents & Factsheet 6	Website
Risk Management services	Risk Management Standards	Website
	Handbooks and other supporting information	Website
	Document templates	Website
	Evidence templates	Website
Trust risk management assessment levels	Education and training	Website
	Factsheet 4	Website
	Assessment reports	Website