

Information available from Kent and Medway NHS & Social Care Partnership Trust under the Freedom of Information Act Model Publication Scheme

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
How we fit into the NHS structure	http://www.kmpt.nhs.uk/The_Trust	Free
Partner Organisations	http://www.kmpt.nhs.uk/The_Trust/Our_Partners/index.html	Free
Senior Staff and Management Board Members	http://www.kmpt.nhs.uk/The_Trust/Board_Members/index.html	Free
Organisational Structure	http://www.kmpt.nhs.uk/Governance	Free
Contact Details for public-facing Departments	http://www.kmpt.nhs.uk/Contact_us	Free
<p>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)</p> <p>Current and previous financial year as a minimum</p>		

Annual Statement of Accounts	http://www.kmpt.nhs.uk/News_and_Publications/Publications/index.html	Free
Budgets and Variance Reports	Hard/Electronic Copy on Request	
Financial Audit Reports	Hard/Electronic Copy on Request	
Standing Financial Instructions	Hard/Electronic Copy on Request	
Capital Programme	Hard/Electronic Copy on Request	
Staff and Board Members Allowances and Expenses	Hard/Electronic Copy on Request	
Staff Pay and Grading Structures	Hard/Electronic Copy on Request	
Funding	Hard/Electronic Copy on Request	
Procurement and Tendering Procedures	Hard/Electronic Copy on Request	
Details of Contracts being Tendered	Hard/Electronic Copy on Request	
List and Value of Contracts Awarded and their Value	Hard/Electronic Copy on Request	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Annual Report	http://www.kmpt.nhs.uk/News_and_Publications/Publications/index.html	Free
Annual Business Plans	http://www.kmpt.nhs.uk/News_and_Publications/Publications/index.html	Free
Targets, Aims and Objectives	http://www.kmpt.nhs.uk/The_Trust/Trust_Vision_and_Strategy/index.html	Free
Strategic Direction Documents	Hard/Electronic Copy on Request	
Performance Documents	Hard/Electronic Copy on Request	
Clinical Governance	Hard/Electronic Copy on Request	
Healthcare Commission – Annual Check	http://www.kmpt.nhs.uk/News_and_Publications/Publications/index.html	Free
Internal Audit Reports	http://www.kmpt.nhs.uk/Governance/Clinical_Au	Free

	dit/clinical_audit.html	
Service User Surveys	http://www.kmpt.nhs.uk/News_and_Publications/Publications/index.html	Free
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>		
Board Papers i.e. Agendas, Supporting Papers and Minutes	http://www.kmpt.nhs.uk/The_Trust/Trust_Board/index.html	Free
Patient and Public Involvement Strategy	http://www.kmpt.nhs.uk/Getting_involved	Free
Public Consultations i.e. Major Projects, Variation of Services etc	Hard/Electronic Copy on Request	
Remuneration and Appointments Committee	http://www.kmpt.nhs.uk/Governance	Free
Integrated Governance Committee	http://www.kmpt.nhs.uk/Governance	Free
Foundation Trust Development Committee	http://www.kmpt.nhs.uk/Governance	Free
Human Resources Workforce and Planning Committee	http://www.kmpt.nhs.uk/Governance	Free
Major Projects and Capital Planning Committee	http://www.kmpt.nhs.uk/Governance	Free
Equality and Diversity Group	http://www.kmpt.nhs.uk/Governance	Free
Risk Management Group	http://www.kmpt.nhs.uk/Governance	Free
Clinical Governance Group	Hard/Electronic Copy on Request	
Health and Safety Group	http://www.kmpt.nhs.uk/Governance	Free
Patient Focus Group	http://www.kmpt.nhs.uk/Governance	Free
Complaints and SUI Scrutiny Group	http://www.kmpt.nhs.uk/Governance	Free
Information Governance Group	Hard/Electronic Copy on Request	Free
Research and Ethics Committee	Hard/Electronic Copy on Request	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		

Current information only		
Clinical Policies	Hard/Electronic Copy on Request	
Corporate Policies	Hard/Electronic Copy on Request	
Finance Policies	Hard/Electronic Copy on Request	
HR and Personnel Policies	Hard/Electronic Copy on Request	
Information and IT Policies	Hard/Electronic Copy on Request	
Strategies and Plans	Hard/Electronic Copy on Request	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
List of main contractors/suppliers	Hard/Electronic Copy on Request	
Asset Register	Hard/Electronic Copy on Request	
Information Asset Register	Hard/Electronic Copy on Request	
Register of Interests	Hard/Electronic Copy on Request	
Register of Gifts and Hospitality	Hard/Electronic Copy on Request	
Freedom of Information Disclosure Log	Hard/Electronic Copy on Request	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
Current information only		
Clinical Services Provided and/or Commissioned	http://www.kmpt.nhs.uk/Trust_Services	Free
Non-Clinical Services	Hard/Electronic Copy on Request	
Patient Information Leaflets	http://www.kmpt.nhs.uk/Patient_information	Free

Booklets and Newsletters	http://www.kmpt.nhs.uk/News_and_Publications	Free
Patient and Advice Liaison Service	http://www.kmpt.nhs.uk/Patient_information/PALS/index.html	Free
Advice and Guidance	http://www.kmpt.nhs.uk/Contact_us	Free
Corporate Communications and Media Releases	http://www.kmpt.nhs.uk/News_and_Publications	Free
Service Directory	http://www.kmpt.nhs.uk/Trust_Services	Free

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£10 Administration Fee and Photocopying @ 10p per sheet (black and white)	Subject Access Request under Data Protection Act 1998
	£10 Administration Fee	Access to Health Records Act 1990

* the actual cost incurred by the public authority