

Professional Standards Authority for Health and Social Care

A guide to the information available under the Freedom of Information Publication Scheme

A publication scheme sets out the kinds of information that a public authority should make routinely available. The information should be easy for any individual to find and use.

Public authorities must adopt a publication scheme approved by the Information Commissioner. To reduce duplication and bureaucracy and to ensure consistency in the release of information, the Information Commissioner has developed model publication schemes. The Professional Standards Authority for Health and Social Care (the Authority) is an unclassified public body. However, for the purposes of the schedule will use the model publication scheme for non-departmental government bodies.

Our guide on the information available under the publication scheme has been structured according to the seven classes of information in the Information Commissioner's model publication scheme for non-departmental government bodies. We will not charge for information requested under our publication scheme.

If you would like a hard copy of information available, please contact:

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Who we are and what we do – current information only

Information	Format
<p>Roles and Responsibilities</p>	
<p>Information about our role, function and powers. Information about our values and principles Information on the roles, responsibilities and biographical details of the Directors Group and Board members and Authority Members Details of our committee membership Board members code of conduct</p>	<p>Online Printed copy from website</p>
<p>Organisational Structure</p>	
<p>Information on our internal structure and how this relates to our role, powers and responsibilities Organisational chart Location and contact details</p>	<p>Online Printed copy from website</p>
<p>Legislation</p>	
<p>An explanation of the legislative basis of our activities</p> <ul style="list-style-type: none"> • NHS Reform and Health Care Professions Act 2002 • Health and Social Care Act 2008 	<p>Online Printed copy from website</p>

<ul style="list-style-type: none"> • The Authority (Appointments, Procedures etc) Regulations 2008 • Health and Social Care Act 2012 	
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Organisations we work with	
<p>A list of and information relating to the organisations that we work with:</p> <ul style="list-style-type: none"> • The regulators and links to their websites • Accredited Registers and links to their websites • Information on how to join our professional and public stakeholder networks and frequently asked questions • External relations plan • Strategic communications plan 	<p>Online</p> <p>Printed copy from the website</p>

What we spend and how we spend it – information available for the current and previous two years

Information	Format
Financial information to allow the public to see how we are spending public money	
<p>Annual report and Accounts (Welsh and English versions)</p> <p>Details of hospitality provided to senior staff and board members</p> <p>Board members and Directors Group expenses</p> <p>Details of all expenditure over £25,000</p>	<p>Online</p> <p>Printed copy from the website</p>

Payment statistics	
Pay and grading structure	
Payscales Salaries scales of senior staff	Available on request Online
Procurement and tendering processes	
Details of the procedures used for the acquisition of goods and contracts currently available for public tender List of contracts awarded through a public tendering process and their value	Available in hard copy on request Online

What are our priorities and how are we doing – information available for the current and the previous three years

Information	Format
Strategies and plans, performance indicators, audits, inspections and reviews	
Annual Report and Strategic Plan The Authority Strategic Communications Plan	Latest 3 financial years available online. Older versions are available on request. Printed copy from the website

<p>External Relations Plan</p> <p>Assuring Patient Safety through Regulation 08/09</p> <p>Welsh Language Scheme 2009-2011 (Welsh and English versions)</p>	
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How we make decisions – information available for the current and the previous three years

Information	Format
Policy and Guidance	
<p>Guidance and procedures relating to statutory regulators</p> <p>Guidance and procedures relating to our Accredited Registers scheme</p> <p>Reports about the regulators</p> <p>Policy advice</p> <p>Welsh Language Scheme</p>	<p>Online</p> <p>Printed copy from the website or available on request</p>
Public consultations – consultation papers and the results of the consultation exercise	

Consultations carried out as part of our work	Online
Our responses to consultations	Printed copy from the website or available on request
Minutes of Authority meetings	
Board meeting agendas and minutes Papers Scrutiny committee minutes	Online Papers are available on request in hard copy Printed copy from the website
Internal communications guidance and criteria for decision making	Online
Performance Review process, standards and risk assessment tool Complaint about health professions regulatory bodies policy Process and guidelines documents (s29) Initial stages of the audit process and guidelines Audit schedule Code of Conduct for Auditors The Authority guidelines and procedures for public consultations The Authority policy framework Procedure for public consultation	Printed copy from the website or available on request

Policies and procedures – current information available only

Information	Format
<p>Policies and procedures for the conduct of departmental business, provision of services and recruitment and employment of staff</p>	
<ol style="list-style-type: none"> 1. Attendance policy & procedure 2. Anti-Fraud and Corruption strategy 3. Capability procedure 4. Disciplinary & Dismissal policy and procedure 5. Employee guidance for appraisals 6. Equal opportunities and Race Equality Scheme 7. Fair Treatment policy 8. Flexible Working – the Right to Request policy and procedure 9. Grievance policy and procedure 10. Health and safety policy 11. Induction of Staff policy and procedure 12. IT Code of Conduct 13. Lone worker policy 14. Maternity leave policy 15. Paternity leave policy 16. Parental and dependent leave policy 17. Probationary period policy and procedure 18. Redundancy procedure 19. Staff development policy 20. Staff expenses policy 21. Stress at work policy 	<p>Online or available on request.</p> <p>Printed copy from the website</p>

22. Whistleblower policy 23. Code of Conduct for Authority Board Members	
Complaints procedure	
Complaints about us policy Unreasonably persistent contact and unacceptable behaviour policy Complaints about the Board of the Authority	Online Printed copy from the website
Information security governance policies	
1. Data Protection Act policy 2. Disclosure log 3. Freedom of Information Act policy 4. Guide to information available through the FOIA Publication Scheme 5. Information Charter 6. Information Risk policy 7. Privacy policy 8. Protecting personal and sensitive data 9. Records creation and maintenance policy 10. Records disposal policy 11. Removing documents and IT containing personal and sensitive data policy	Online Printed copy from the website

Lists and registers – current information only

Information	Format
Disclosure logs	
A log indicating what information has been provided to in relation to an FOI request	<p>Online</p> <p>Printed copy from the website</p>
Register of gifts	
Register of gifts and hospitality provided to Authority Board members and staff members	Available on request
Register of interests	
<p>Register of interests of Board members</p> <p>Register of interests of senior staff</p>	<p>Online</p> <p>Available on request</p>

The services we offer – current information only

Information	Format
<p>Leaflets, booklets, newsletters, advice, guidance and media releases</p>	
<ul style="list-style-type: none"> • Section 29 case meeting notes • Consent orders and judgements – section 29 • Court referrals – section 29 • Statistics on fitness to practise cases – section 29 • ADR policy • Chair’s checklist for section 29 case meetings • Section 29 guidance for case meeting panellists • Section 29 process and guidelines • Section 29 risk factors • Performance Review reports • Overview of the Performance Review • Audit Report on the initial stages of the fitness to practise process • The Authority E Newsletter • Complaints guidance (also available in easy read) • Handling complaints • Research papers • Advice to the Secretary of State and Ministers 	<p style="text-align: center;">Online</p> <p style="text-align: center;">Printed copy from the website</p>

<ul style="list-style-type: none">• Policy Advice• Reports• Consultation responses• View points• Accredited register assessments, policies and procedures	<p>Online</p> <p>Printed copy from the website or available on request</p>
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