

NHS Wiltshire CCG commitment to publishing information

NHS Wiltshire CCG is committed to meeting the statutory requirements of the FOI Act and has adopted the Information Commissioners Office's (ICO) [model Publication Scheme](#). The CCG will produce information as it becomes available in line with the ICO's [Definition Document for Health Bodies in England](#).

If you cannot find what you want through this scheme, or otherwise on our [website](#), you can find out how to make a Freedom of Information request.

What is a Publication Scheme?

The Freedom of Information Act 2000 (FOI Act) requires public authorities to adopt and maintain a publication scheme, the purpose of which is to:

- Specify the classes of information we have committed to publish
- Say how we will make that information available
- Say whether the information is available free of charge or on payment

Most of the information covered by our publication scheme will be made available on this website. If you need information in an alternative format, we will do all we reasonably can to help.

Our publication scheme follows the Information Commissioner's model publication scheme for public authorities.

About the CCG Publication Scheme

This Publication Scheme is divided into classes as defined by the Information Commissioner's Office and has been designed to give you a complete guide to the information routinely published by NHS Wiltshire CCG.

The scheme is not an exhaustive list of all the types of information that we publish – our policy is to publish proactively as much information as we can where the information would have a wider public interest.

The scheme does not include information that we consider to be sensitive, such as certain types of commercial or personal information.

We shall review the Scheme at regular intervals and monitor how it is operating.

For further information on the model publication scheme prepared and approved by the Information Commissioner's Office and the definition document for Health Bodies outlining the types of information we should provide, please see the ICO website:

Publication Scheme Classes

The Information Commissioner's Office has identified seven (7) classes of information which should be published by public bodies and describes the type of information that should be provided under these classes in [Health Bodies Definition Document](#). Click on the links below to find information relating to each of the classes for NHS Wiltshire CCG.

1. [Who we are and what we do](#)
Organisational information, locations and contacts, constitutional and legal governance
2. [What we spend and how we spend it](#)
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
3. [What are our priorities and how are we doing](#)
Strategy and performance information, plans, assessments, inspections and reviews
4. [How we make decisions](#)
Policy proposals and decisions; Decision making processes, internal criteria and procedures, consultations
5. [Our policies and procedures](#)
Current written protocols for delivering our functions and responsibilities
6. [List and registers](#)
Information held in registers required by law and other lists and registers relating to the functions of the authority
7. [The services we offer](#)
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

Charges for information

Nearly all of our information can be accessed from this website free of charge. In some cases charges may apply.

If you do not have access to the internet, a printed copy of the web page(s) can be sent to you free of charge.

The following may incur a charge:

- Requests for multiple copies
- Where the cost of photocopying, postage and packing exceed £50.

Any charges made will be to cover the costs of photocopying, postage and packing. You will be told in advance of our supplying the information whether there will be a charge, and how much it will be.

Copyright

Information provided to you is copyrighted to NHS Wiltshire CCG and provided to you free of charge for your personal use or for other specific uses permitted in the Copyright Act. If however you wish to use the information we have provided for any commercial purposes including the sale of the information to a third party then, under the Regulations on the Re-use of Public Sector Information Regulations 2005, you must ask us for permission to do so in respect of each specific piece of such information. If we do grant such permission this may involve a licensing arrangement which may attract a fee. Should you wish to apply for permission for commercial re-use under the Regulations you should write to the Freedom of Information Manager at: WCCG.FOI@nhs.net

Information not already published

If you cannot find what you want through this scheme, or otherwise on our website, you may wish to make a request to us under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 (EIR): please email WCCG.FOI@nhs.net

Feedback and complaints about the scheme

If you would like to give feedback – good or bad – about the Publication Scheme, please contact the Freedom of Information Manager at: WCCG.FOI@nhs.net

1. Who we are and what we do

How we fit into the NHS Structure

NHS Wiltshire CCG has been established as part of the major changes to the NHS set out in the 2010 White Paper: “Equity and Excellence - Liberating the NHS” which became law under the Health and Social Care Act 2012.

From April 2013 Primary Care Trusts were abolished under the 2012 Act and Clinical Commissioning Groups became responsible for commissioning or buying health and care services including:

- planned hospital care
- rehabilitation services (e.g. physiotherapy and occupational therapy)
- urgent and emergency care (e.g. A&E and ambulances)
- most community health services (e.g. district nurses)
- mental health and learning disability services
- maternity services
- continuing healthcare (care out of hospital for people with ongoing health needs).

NHS Wiltshire CCG will be overseen by [NHS England](#), which is a national body formed under the 2012 Act. Local offices of NHS England will oversee CCGs and also manage primary care commissioning, including holding GP practices NHS contracts.

Further information about the CCG, its roles and responsibilities, functions and general duties can be found in the [NHS Wiltshire Clinical Commissioning Group's Constitution](#)

As well as creating CCGs and NHS England, the Act establishes several other new bodies including:

- [Healthwatch England](#) - responsible for providing advice on the views of local organisations and service users.
- [NHS Digital](#) - responsible for publishing and assessing the quality of information produced by health and social care bodies.
- [Public Health England](#) - responsible for public health.

Commissioning Support

Alongside development of the CCGs, Commissioning Support Units (CSU) has also been developed. The CSU contracts with local CCGs to provide a range of functions, including HR support, contracting, finance and IT services. Further information about the CSU can be found on their [website](#).

NHS Wiltshire CCG Organisational Structure

For corporate governance information including details of board or governing body members and other key personnel, click [here](#).

For the CCG structure and committee structures, click [here](#).

Organisations we work in partnership with

NHS Wiltshire CCG commissions a range of hospital and community health services from providers across the area. These include:

Salisbury Foundation NHS Trust - [Click here](#)

Great Western Hospitals NHS Foundation Trust – [Click here](#)

Royal United Hospitals Bath NHS Foundation Trust - [Click here](#)

Wiltshire Health and Care - [Click here](#)

Avon and Wiltshire Mental Health Partnership NHS Foundation Trust - [Click here](#)

Virgin Care - [Click here](#)

Wiltshire Council - [Click here](#)

Wiltshire CCG is also part of the BSW Commissioning Alliance and works collaboratively with both BANES [Click here](#) and Swindon [Click here](#) CCGs and is a member of the STP - [Click here](#)

Wiltshire CCG [Click here](#) also works closely with Healthwatch [Click here](#)

Meetings with pharmaceutical companies and other medical suppliers

The CCG does not routinely meet with pharma reps however we do manage a number of Primary Care Rebate Schemes with certain suppliers for certain products.

Please visit the [Medicines Management](#) internet page for further information.

NHS Wiltshire CCG Governing Body Meetings

For meeting dates, agendas, minutes and related papers, click [here](#).

Location and contact details for all public-facing departments

The location and contact details of our CCG can be found on the [contact us](#) page.

CCG Area

For details about the area covered by NHS Wiltshire CCG can be found [here](#).

Standards and Codes of Conduct

Members of NHS Boards, Clinical Commissioning Group governing bodies and NHS Managers are expected to meet core standards of conduct. The following documents have been developed to guide managers in the work they do and the decisions and

choices they have to make and to reassure the public that these important decisions are being made against a background of professional standards and accountability.

Information about the standards for members of NHS boards and Clinical Commissioning Group governing bodies in England can be found [here](#).

The Code of Conduct of NHS Managers can be found [here](#).

Organisations who monitor our work

[NHS England](#)
[Health and Safety Executive](#)
[HM Revenue and Customs](#)

Organisations who help us make decisions

[NHS Improvement](#)
[Healthwatch](#)

The NHS White Paper: “[Equity and excellence: Liberating the NHS](#)”, sets out the Government’s long-term vision for the future of the NHS.

The NHS Constitution for England

The NHS Constitution has been created to protect the NHS and make sure it will always do the things it was set up to do in 1948 - to provide high-quality healthcare that is free and for everyone.

The NHS Constitution will also make sure that no government can change the way the NHS works without getting the approval of staff, patients and the public. The Constitution is a promise that the NHS will always be there for you.

National Service Frameworks - click here

National service frameworks (NSFs) and strategies set clear quality requirements for care. These are based on the best available evidence of what treatments and services work most effectively for patients.

One of the main strengths of each strategy is that it is inclusive, having been developed in partnership with health professionals, patients, carers, health service managers, voluntary agencies and other experts.

Our commissioning activities follow the direction set by NHSE including the annual operating plan [Click here](#) and the Long Term Plan for the NHS. [Click here](#)

Estate management and NHS Property Services

Our CCG does not own or manage estates. However, the CCG works closely with NHS Property Services [Click here](#)

2. What we spend and how we spend it

Financial information about the CCG will be made available here as it is produced. If the information you require is not available here please see how you can make a Freedom of Information request to obtain the information [here](#).

Information about the general financial duties of the CCG can be found in the [NHS Wiltshire Clinical Commissioning Group's Constitution](#)

Financial statements, budgets and variance reports

Our financial statements, budgets and variance reports can be found on our [publications page](#).

Transparency

Details of items of expenditure over £25,000, including costs, supplier and transaction information can be found [here](#).

Financial audit reports

The annual external audit report can be found on our [publications page](#).

Capital programme

The CCG does not have a capital programme.

Procurement and tendering procedures

You can find the details of our procurement strategy here.



ProcurementStrateg
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A list of contracts awarded and their values can be found in our [register of procurement decisions](#).

Details of contracts currently being tendered and available for public tender are advertised on the [OJEU](#) website and Contracts Finder.

Staff and Board members' allowances and expenses

[Agenda for Change](#) (AfC) is the current National Health Service (NHS) grading and pay system for all NHS staff (excluding doctors, dentists and some very senior managers).

Current Agenda for Change pay rates

Details of reimbursement of travel costs and subsistence allowances for NHS Employees can be found in the [NHS Terms and Conditions of Service Handbook](#)

Details of board members' allowances and expenses and senior staff expenses can be found in our [annual report and accounts](#).

3. What are our priorities and how are we doing?

Information about our priorities and how we are doing will be made available here as it is produced. If the information you require is not available here please see how you can make a Freedom of Information request to obtain the information [here](#).

Annual Report

Every year we publish an [annual report](#) which details our priorities, activities and how we are performing.

Business plans

You can view our business plans on our strategies page of our [website](#).

Targets, aims and objectives

Our current targets, aims and objectives can be found on our strategies page of our [website](#).

Strategic direction

Our strategic direction is outlined in our [Five Year Strategic Plan](#).

Performance against targets (KPIs), performance framework and performance management information

Information about our priorities and how we are doing is available in our [annual reports](#).

Information about the CCG's mission, values and aims can be found in our [constitution](#).

Audit reports

Audit reports delivered at board/governing Body level (including clinical and corporate governance) can be found in the [governing body papers](#).

Service user feedback

Feedback from our service users can be found on our [Have Your Say](#) pages.

Environmental audit and progress reports

Environmental audit and progress can be found in our [annual reports](#).

4. **How we make decisions**

Information about how the CCG makes decisions will be made available here as it is produced. If the information you require is not available here please see how you can make a Freedom of Information request to obtain the information [here](#).

Patient and public engagement strategy

NHS Wiltshire CCG is committed to involving and consulting with its patients and the public and responding to the feedback we receive. Our current patient and public engagement strategy can be found [here](#).

Public consultations

Details of current and previous consultations can be found [here](#). This includes information about the results of previous consultations, whether a service closure or variation.

Internal communications guidance and criteria used for decision making

Internal communications guidance and criteria used for decision making can be found in our [constitution](#).

5. **Our Policies and Procedures**

NHS Wiltshire CCG publishes some of its policies and procedures on the CCG website. If the information you require is not available, please see how you can make a Freedom of Information request to obtain the information [here](#).

Members of NHS Boards, Clinical Commissioning Group governing bodies and NHS Managers are expected to meet core standards of conduct. The following documents have been developed to guide managers in the work they do and the decisions and choices they have to make and to reassure the public that these important decisions are being made against a background of professional standards and accountability.

The standards for members of NHS boards and Clinical Commissioning Group governing bodies in England can be found [here](#).

The Code of Conduct of NHS Managers can be found [here](#).

Health and safety policies and procedures

Our health and safety management policy can be found [here](#)

Equality and diversity strategy and equality scheme

Our equality and diversity strategy can be found [here](#).
Information about our equality scheme can be found [here](#)

Information governance policies

The Information Governance policies can be found [here](#)

Freedom of Information policies

The Freedom of Information policy can be found [here](#)

The Management of Persistent Vexatious Applicants Policy can be found [here](#)

Clinical and funding policies

The clinical and funding policies can be found [here](#)

Complaints and other customer service policies and procedures

Compliments, Concerns and Complaints Policy [here](#)

If you would like to provide feedback on our publication scheme - good or bad - please send them to SCWCSU.FOI@nhs.net or the Freedom of Information Lead, NHS Wiltshire Clinical Commissioning Group, Southgate House, Pans Lane, Devizes, Wiltshire, SN10 5EQ.

For general feedback, please use our [contact us](#) page.

Further information on the complaints procedure can be found on our patient support [page](#).

6. Lists and Registers

Information about our lists and registers will be made available here as it is produced. If the information you require is not available here please see how you can make a Freedom of Information request to obtain the information [here](#).

This class contains only current information.

List of main contractors / suppliers

[Current Register of Procurement Decisions](#)

[Register of Procurement Decisions 2017/18](#)

[Register of Procurement Decisions 2016/17](#)

Register of interests

Our register of interests can be found [here](#)

Register of gifts and hospitality provided to board members and senior personnel

[Current Gifts, Hospitality and Sponsorship Register](#)
[Gifts, Hospitality and Sponsorship Register 2017/18](#)
[Gifts, Hospitality and Sponsorship Register 2016/17](#)

7. The services we offer

Information about the services the CCG commissions and offers will be made available here as it is produced. If the information you require is not available here please see how you can make a Freedom of Information request to obtain the information [here](#).

Since April 2008 patients referred by GPs for planned treatment can choose to be seen in any hospital or clinic which can provide NHS standard care, at NHS prices. The [NHS website](#) has detailed information about every hospital in the UK. This will help you to make a more informed decision about your healthcare.

Information about primary care services in your area (dentists, GPs, pharmacies and opticians) as well as local hospitals and clinics can be found on the [NHS website](#).

Clinical services provided and/or commissioned

Further information on the services we provide/commission click [here](#).

Patient Advice and Liaison Service (PALS)

NHS Wiltshire CCG welcomes feedback from patients, families and carers. This can include raising concerns, compliments and complaints. To contact our Patient Advice and Liaison Service (PALS) click [here](#).

Advice and guidance

Our role at Wiltshire CCG is two-fold: as well as treating you when you're unwell, we also give you the advice and help you need to create a healthy lifestyle. For further information, visit our [website](#).

Corporate communications & media releases

The latest news and events from the CCG can be found [here](#).

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