

FOI Publication Scheme

Freedom of Information Act 2000

Publication Scheme

Liverpool Women's NHS Foundation Trust

The Publication Scheme is in three parts, as follows:

PART ONE: Introduction

PART TWO: The Classes of Information that we hold

PART THREE: Inspection and Monitoring bodies; and useful resources

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PART ONE: INTRODUCTION

Welcome to Liverpool Women's NHS Foundation Trust's Publication Scheme

What is a Publication Scheme?

This Publication Scheme is a complete guide to the information routinely published by the Liverpool Women's NHS Foundation Trust. It is a description of the information about our Trust, which we make publicly available. This Scheme is the model publication scheme approved by the Information Commissioner's Office (ICO) from 1st January 2009.

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

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information about this Trust easily. Under Section 19 of the Freedom of Information Act 2000 this Trust has a legal duty to adopt and maintain a Publication Scheme for the publication of Trust information. The purpose of the Act is to promote greater openness by public authorities (of which this Trust is one).

The Publication Scheme will help you to find all the information which the Trust publishes. The Freedom of Information Act does not change the right of patients to protection of their patient confidentiality in accordance with Article 8 of the Human Rights Convention, the Data Protection Act and at common law. Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed someone who is called a Caldicott Guardian, and who has responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights. In the Liverpool Women's NHS Foundation Trust, our Caldicott Guardian is:

Doug Charlton
Director of Nursing and Midwifery
Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool
L8 7SS

PART TWO: INFORMATION CLASSES

CLASSES OF INFORMATION

The ICO requires public bodies to make public information under the seven headings set out below:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer

This section of the Publication Scheme will state how you can obtain the information outlined within each Class. This will be either via the website or as a hard copy or other media as stated within each Class. The publications are all free unless otherwise indicated within each Class. [Where information is provided at a cost the charges will be calculated as set out in the separate section below].

The Trust's commitment to publish information excludes any information which can legitimately be withheld under the exemptions set out in the *Code of Practice on Openness in the NHS 1995* or the Freedom of Information Act 2000. Where individual classes are subject to exemptions, the main reasons are the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to most Classes within the Publication Scheme. The Publication Scheme is available in both hard copy and on our website.

1. Who we are and what we do

The NHS and how we fit in

The Department of Health is responsible for the delivery of high quality health and social care services to the people of England. Performance management is delegated to Clinical Commissioning Groups (CCGs) who are also responsible for the development of strategies for local health services. They manage the NHS locally and ensure that national priorities are integrated into local plans. The Liverpool Women's NHS Foundation Trust works alongside Liverpool CCG, but as a NHS Foundation Trust is performance managed by NHS Improvement. The following websites will provide extensive information about the NHS generally and also specifically about our local area:-

[Department of Health](#)

[Liverpool CCG](#)

[NHS Improvement](#)

About us

The Liverpool Women's NHS Foundation Trust operates from two hospital sites:-

Liverpool Women's Hospital	Liverpool Women's at Aintree
Crown Street	Lower Lane
Liverpool	Liverpool
L8 7SS	L9 7AL

The Trust also has extensive and developing facilities within local communities providing services closer to where people live.

The purpose of the Trust is to be the best hospital for the care of women and babies, by caring with courtesy, kindness and warmth for them and their families.

The Liverpool Women's NHS Foundation Trust, is one of the UK's premier hospitals in the provision of healthcare to women and babies. Our 1,500 staff are dedicated to providing the highest quality of care to our patients across the Greater Liverpool area in the fields of maternity, neonatology, gynaecology, reproductive medicine and genetics.

As a teaching hospital, the Trust is a centre of excellence in the provision of both undergraduate and post-graduate medical education and training and is associated with the University of Liverpool Faculty of Medicine. The Trust is also actively involved in the training of nurses, midwives and other professional staff. The Trust has an extremely active multidisciplinary research programme and a respected reputation for research both nationally and internationally.

The Liverpool Women's Hospital is a purpose built stand alone unit which opened in 1995 and provides a high quality environment for patients, their families and staff. In December 2000 the hospital merged with the Aintree Centre for Women's Health and the Trust now provides all women's services for the City of Liverpool.

Partnerships

The Trust works in partnership with a wide range of organisations. Our key service partnerships are detailed below, in addition the Trust's constitution provides a full list of partner organisations from across the wider community – this document can be found on the Trust's website.

Hotel Services - G4S

G4S provides the Trust with Catering, Portering and Cleaning Services.

Clinical Commissioning Group (CCG)

The Trust has developed a strong working relationship with its host, Liverpool CCG.

Clatterbridge Centre for Oncology NHS Foundation Trust

The Trust and Clatterbridge Centre for Oncology are working together to provide gynaecology cancer outpatient and chemotherapy services 'closer to home' for our patients. By establishing this service our patients access the clinical expertise of cancer surgeons, cancer doctors and cancer nurses at the Women's; care is provided at one hospital reducing travelling and multiple appointments for our patients.

The Hewitt Fertility Centre

The service has formed two partnership services for fertility. In both partnerships the net income is split equally.

A new satellite was opened in April 2015 that provides general infertility services and carries out the preparatory activity for patients that require IVF and their post embryo transfer care. The oocyte collections, embryology and embryo transfers are carried out at LWH fertility units in Knutsford and Liverpool.

Organisational structure

The Trust's constitution provides for a Board of Directors which is comprised of six executive and seven non-executive directors including the Chairman, as follows:

Non Executive Directors –

- Robert Clarke – Chair
- Ian Haythornthwaite - Non-executive director
- Tony Okotie - Non-executive director
- Ian knight - Non-executive director
- Philip Huggon - Non-executive director

- Jo Moore - Non-executive director
- David Astley OBE - Non-executive director
- Susan Milner - Non-executive director

Executive Directors –

- Kathryn Thomson MCIPD – Chief Executive
- Andrew Loughney - Medical Director
- Vanessa Harris BSc ACA MBA – Director of Finance
- Dr Doug Charlton RN RM ADM MBA MSc MPhil PhD - Director of Nursing and Midwifery
- Jeff Johnston FCCA – Director of Operations
- Michelle Turner MCIPD - Director of Workforce & Marketing
- Colin Reid - Trust Secretary

The constitution also provides for an Associate Director of Operations and a Trust Secretary who attends all Board meetings. This role is undertaken in the Trust by Jeff Johnston, Associate Director of Operations and Colin Reid, Trust Secretary.

Biographies of all members of the Board can be found in the Trust's [Annual Report and Accounts](#) which can be accessed via our website at:

www.liverpoolwomens.nhs.uk

The [Executive directors](#) are responsible for the operation of particular parts of the organisation.

The Trust clinical activities are supported by a Clinical divisional management structure. Contact details for our Divisional Managers and Clinical Directors are as follows:

Gynaecology, Women's & Childrens Services, Neonates & Anaesthesia

General Manager: Cath Barton (cath.barton@lwh.nhs.uk)

Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS

Clinical Directors:

- Dr Edwin Djabatay - Anaesthesia
- Dr Emma Mccann - Genetics
- Mr John Kirwan – Gynaecology
- Dr Devender Roberts - Maternity
- Dr Bill Yoxall - Neonates

Reproductive Medicine & Genetics

General Manager: Margaret Cuthbertson (margaret.cuthbertson@lwh.nhs.uk)

Liverpool Women's Hospital
Crown Street
Liverpool L8 7SS

Clinical Director:

Dr Andrew Drakeley – Reproductive Medicine

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2. What we spend and how we spend it

The Board of Directors approves an annual financial plan for income and expenditure. Trust is required to deliver financial balance and the Trust's annual plan will reflect this objective.

The great majority of the Trust income is provided by Clinical Commissioning Groups (CCG's) in respect of the provision of healthcare services. As the Trust provides a number of specialised services which are accessed by patients across a wide geographical area, agreements are established with a large number of individual CCG's.

The Trust is required to prepare annual financial statements which are subject to external audit certification. The accounts published for the most recent financial year are available via our website or a hard copy of the financial statements can be made available to you by contacting our Deputy Director of Finance, Jenny Hannon by email to jenny.hannon@lwh.nhs.uk

The Annual Accounts for the Trust includes information on the remuneration of all Board members. With respect to other senior management posts the Trust adheres to Agenda for Change, the national NHS pay system.

A corporate performance report is presented to each meeting of the Board. This incorporates a significant amount of information about the Trust's in year financial performance and a forecast for the financial year end, and a review of the approved Capital Programme and progress to date.

A Finance, Performance and Business Development Committee is also established as a sub-committee of the Board. This committee meets monthly and receives a comprehensive report incorporating financial performance.

The Director of Finance, Vanessa Harris, has corporate responsibility for the provision and management of financial planning. She can be contacted as follows:

Finance Department
Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool L8 7SS

E-mail: vanessa.harris@lwh.nhs.uk

Tel: 0151 702 4037

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3. What are our priorities and how are we doing

- The Trust's corporate aims are set out below.
- To develop a well led, capable motivated and entrepreneurial workforce
- To be ambitious and efficient and make best use of available resources
- To deliver safe services
- To participate in high quality research in order to deliver the most effective outcomes
- To deliver the best possible experience for patients and staff

The aims and the Trust's performance against them are reflected in a variety of corporate documents which can be found on our website.

4. How we make decisions

A wide range of documents held within the Trust are available to the public which demonstrate how the Trust makes its decisions. These include

- Annual Report** - summarising the achievements of a Trust year and highlighting how the Trust has performed against a range of national targets.
- Annual Accounts** - produced by the Trust and subject to external audit certification.
- Board of Directors' Meetings** - the Board meets monthly in private, however we publish a summary of all meetings of the Board on our website.
- Council of Governors Meetings** – since becoming a Foundation Trust on 1st April 2005 the Trust has had a governing body called the Council of Governors which consists of 33 individuals representing staff, patients, the public and our partner organisations. The Council meets four times per year and all meetings of the Council are held in public. Dates of Council of Governors meetings are published on the Trust's website.
- Organisational Policies and Procedures - access to Trust policies and procedures is explained within class 5 of this publication scheme.

Please contact the Head of Information Governance and Data Protection, Russell Cowell, to access the information that you require, email: russell.cowell@lwh.nhs.uk

Some information that is of a personal or confidential nature or otherwise exempt under the Freedom of Information Act 2000 or Data Protection Act 1998 will be excluded as will other confidential material.

There may be circumstances where material cannot be released because the appropriate officer of the Trust has taken the view that it may be prejudicial to the conduct of public affairs.

5. Our Policies and Procedures

The Trust policies and procedures in all areas are contained in the following sections. Any policy or procedure is available to the public on request.

- Clinical
- Health & Safety
- Hotel Services
- Incident/Adverse Clinical Event Reporting
- Information Management & Technology
- Risk Management
- Security
- Zero Tolerance/Violence Towards Staff
- Finance and Corporate Governance i.e. Standing Financial Instructions and Standing Orders

Further details about these policies and procedures can be obtained from the Freedom of Information Office, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS.

Email: foi@lwh.nhs.uk

Tel: 0151 708 9988

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6. Lists and Registers

As an NHS foundation trust the Trust is required to hold the following registers:

- [Members](#)
- [Governors and their interests](#)
- [Directors and their interests](#)

The lists and registers of Directors and Governors can be found on the Trust's website by following the above links.

The register of members is available for inspection by members of the public, except in circumstances prescribed by regulations and in particular where any member requests that their details are not available for inspection pursuant to the Public Benefit Corporation (Register of Members) Regulations 2004; and so far as they are required to be available they are to be available free of charge at all reasonable times via the office of the Trust Secretary at the Trust Headquarters, Crown Street, Liverpool.

The Trust also holds the following registers:

- Gifts & hospitality register
- Assets
- [Disclosure log \(FOI\)](#)
- Main contractors and suppliers

Again, these can be made available on application via the office of the Trust Secretary.

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7. The services we offer

The clinical services provided by the Trust can be classified to five main areas. These are Gynaecology, Maternity care, Neonatology, Medical Genetics and Reproductive Medicine.

Gynaecology

Liverpool Women's NHS Foundation Trust provides a comprehensive range of gynaecology services with in-patient care delivered at Crown Street, daycase services at Crown Street and the elective care unit at Aintree and out-patient care at Crown Street, Aintree, Tower Hill, Mirian Health Centre and Spire Murrayfield Hospital. It is a regional centre for oncology and provides specialist services for urogynaecology and miscarriage.

There are dedicated gynaecology emergency room facilities which are provided 24 hours a day. This ensures access to ultrasound scan and medical treatment for women who are experiencing any gynaecological emergency especially in early pregnancy.

Following the regional implementation of the Calman-Hine report the hospital has been accredited as a Gynaecology Oncology Centre.

Reproductive Medicine

The Hewitt Fertility Centre provides a full range of investigations and treatments for couples with fertility problems.

We are the largest NHS provider in the UK and also have self funding treatments available. We perform over 2000 cycles of treatment per year.

Our aim is to provide the treatment option best suited to the patient's problem.

The Unit is licensed by the Human Fertilisation and Embryology Authority (HFEA).

Maternity

Liverpool Women's Hospital contains a consultant led high and low risk area and a Midwifery led low risk unit providing care for high and low risk women. The Division is a tertiary referral centre, accepting in-utero transfers of high risk women whose baby is likely to require admission to the neonatal unit.

Tertiary referrals are also accepted from other Trusts to the hospital's feto-maternal medicine unit. Specialist care is provided to women with medical conditions such as diabetes, haemolytic antibodies and epilepsy as well as women who have had a previous baby with a chromosomal or structural abnormality.

The Trust is one of the largest maternity units in Europe, with around 8,000 births per year. A number of specialist clinics are available such as twins or medical disorders such as epilepsy or diabetes. In addition, the link clinic provides obstetric care to women from ethnic minority groups whose first language is not English.

Liverpool Women's at Aintree provides antenatal care for women in the north of the city, including a number of specialist antenatal clinics such as the combined obstetric/medical clinic for women with diabetes. The Trust has also developed an award winning community antenatal service model, whereby women from Kirkby, Bootle, Dovecot and Speke can access all of their antenatal care close to where they live.

Neonatology

The tertiary neonatal unit serves Liverpool and the surrounding area, it has 54 cots, 16 of which are designated for intensive care of newborn, 32 for high dependency and low dependency care and 6 for transitional care making it one of the largest unit of its kind in Britain.

The unit offers care for approximately 1000 babies and their families per year. On the Neonatal Unit we ensure the whole family is included in the care and decision making of their baby in order to provide family centred care of the highest quality and in accordance with the Neonatal Unit's Philosophy of Care.

Medical Genetics

Merseyside and Cheshire Medical Genetics Service comprises Laboratory and Clinical Genetics Services. Together they provide a comprehensive service to Trusts across the geographical areas of Merseyside, Cheshire and the Isle of Man (population approximately 2.8 million). The laboratories also receive specialist referrals from Lancashire, North Wales and other areas of the U.K. In addition the laboratories receive samples on a cost per basis from other local Trusts, private hospitals and general practitioners. The Service has recently been awarded Genomic Medicine Centre status as part of the 100,000 Genomes Project which aims to sequence 100,000 genomes from people with cancer and rare diseases.

Genetic disorders place considerable health and economic burden not only on affected people and their families but also on the community. Genetic disorders involve DNA (the blueprint of life) and a wide range can be identified either at the broader chromosomal level (Cytogenetics) or at a finer detailed level by Molecular Genetics. The Clinical Genetics service helps to establish an accurate diagnosis, provide information about prognosis, the risk of developing or transmitting the disorder and offers information regarding treatment, screening and counselling to other family members.

All the services offer teaching at under and post graduate level and to professions within the healthcare environment. Additionally the laboratories offer limited work placement to 6th form colleges and undergraduates.

The Medical Genetics Service is sited in the Liverpool Women's Hospital and all are managed by the Liverpool Women's NHS Foundation Trust.

Further details of all our clinical services can be found on the Trust's website (www.liverpoolwomens.nhs.uk).

Human Resources

The Director of Workforce and Marketing, Michelle Turner has overall managerial responsibility for human resources services, occupational health, and learning and development. Michelle can be contacted at the Liverpool Women's Hospital on 0151 702 4010, email at michelle.turner@lwh.nhs.uk

Payroll services are contracted out to St Helen's and Knowsley NHS Foundation Trust.

The Trust's annual workforce strategy is developed linking in with local delivery plans which are agreed with local clinical commissioning groups in order to meet NHS plan targets as well as National Service Framework priorities (e.g. cancer). The Trust is affiliated to the Cheshire and Merseyside Workforce Development Confederation who provide a strategic overview for the geographical patch.

The Improving Working Lives (IWL) Standard sets a model of good HR practice against which NHS Employers and their staff can measure the organisation's HR management and against which NHS employers will be kite-marked. The Improving Working Lives Practice Award was achieved by the Trust in 2003 and the Practice Plus Award in November 2005. There are a number of Trust policies in place to support the aims of the IWL standards.

The Equal Opportunities Policy sets out the Trust's commitment to providing equality of employment opportunity for all, along with a zero-tolerance of any form of discrimination. A number of groups are progressing equality and diversity issues within the Trust. The Disability Policy provides an overview of the Trust's support for disabled employees or potential employees.

Jean Annan, 0151 702 4062, oversees the management of the Learning and Development service for staff.

Policies and procedures are developed in consultation with the Partnership Forum and Joint Local Negotiating Committee (JLNC), and the HR policies and procedures can be requested from Michelle Turner, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS.

Email: michelle.turner@lwh.nhs.uk

Tel: 0151 702 4010

Complaints

Formal complaints are commonly addressed to the Chief Executive but on occasions are sent to individuals within the Trust. All written complaints are forwarded to the Patient Experience Team for investigation and a written response from the Chief Executive. The Trust's complaints procedure, which is reviewed on an annual basis, has been produced in line with the NHS Complaints Procedure.

On receipt of a complaint a copy is forwarded to the Divisional Manager, Clinical Director for investigation. A written account is requested and the Chief Executive's response is based on this plus any additional information required including associated action plans.

The Trust welcomes complaints as a tool for improving patient care as well as ensuring the hospital is a safe and welcoming environment for patients and visitors. The complainant is informed of any changes in practice or review of policies as a result of their complaint. These recommendations are forwarded to the relevant division/department in the form of an action plan. The signed action plan is returned to the Patient Experience Team once action is completed.

A complaints, litigation, incidents & PALS report is produced on a quarterly basis. Complainant and staff details are anonymised to ensure confidentiality. The report highlights the department concerned, a summary of the issues raised in the complaint and any action taken as a result. The report is presented to the Trust Board and the Clinical Governance Committee prior to dissemination to all areas within the Trust.

Written information regarding the complaints procedure is available to patients and visitors to the Trust. A copy of this document can be found in all clinical areas, waiting areas and in the PALS Information Centre.

For further information please contact:

Head of Patient Experience
Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool
L8 7SS

Tel: 0151 702 4160

Environment and Estates

The Trust operated from a number of premises throughout Liverpool although the only property owned by the Trust is the Liverpool Women's Hospital. All other sites are occupied under a service level agreement with a partner healthcare organisation. A full list of our premises is as follows:

Operated under a Service
Level Agreement with:

Liverpool Women's Hospital -
Crown Street, Liverpool L8 7SS

Liverpool Women's at Aintree
University Hospital Aintree
Lower Lane, Liverpool L9 7AL

Aintree Hospital NHS Foundation Trust

May Logan Health Centre
294 Knowsley Road,
Bootle L20 5DG

Sefton Primary Care Trust

Speke Health Centre
Speke Parade,
Speke L24 2XP

Liverpool Primary Care Trust

Dovecot Health Centre
Linbridge Centre,
Deysbrook Lane, Liverpool, L14 0NL

Liverpool Primary Care Trust

St Chads Centre
St Chads Drive, Kirkby, L32 8RE

Knowsley Primary Care Trust

The Trust will also publish within this class any information required to be placed in the public domain as a result of the Environmental Information Regulations 2004, any Environmental Enforcement action and associated information.

The Liverpool Women's Hospital situated in the Toxteth area of Liverpool is a fine example of Urban Regeneration. As such, an integral part of its commitment is to ensure the health and well being of the community, do its utmost to ensure that its activities do not adversely affect and impact on the environment.

The Trust is actively working towards establishing an environmental management system as well as other environmental standards and awards, with a commitment to continual improvements, complying with relevant environmental legislation and regulations.

The Trust promotes and encourages at all times, initiatives aimed at conserving natural resources from all members of staff and the public to ensure a sustainable future for all.

Supporting Patients and the Public

PALS

The Patient Advice and Liaison Manager provides an immediate service to deal with concerns from patients, visitors and staff. By seeking to refer issues promptly it is hoped that matters can be resolved satisfactorily without recourse to formal action. For further information on the PALS service please contact:

PALS@lwh.nhs.uk

0151 702 4353

Volunteer Services

The Trust is developing a volunteer service made up of local people who wish to contribute by giving their time, life experience and wide skills to the patient services within the Trust. For further information on the scheme please contact volunteers@lwh.nhs.uk.

Communications with the Press and Media Releases

The Trust is committed to promoting Liverpool Women's NHS Foundation Trust in accordance with the Trust's mission statement and to provide effective communications, press and public relations services for the Trust both internally and externally.

Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool L8 7SS

Email – communications@lwh.nhs.uk

Telephone number – 0151 702 4018

The Trust has a Public Relations and Communications Policy and Guidelines which is available from the Publication Scheme Co-ordinator. A quarterly staff magazine and stakeholder magazine is also produced by the Trust and is available upon request using the above contact details.

The Trust issues [press releases](#) to promote and explain the hospital services to the public on a regular basis.

Charging under the Publication Scheme

In this class we will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquiries regarding information management generally in the Trust. We will also publish any proposed changes or additions to publications already available.

Cost of Information

For the most part, we will charge you only for hard copies or copying onto media (e.g. CD). Some information is available free, but for others there may be a charge. The charges will vary according to how information is made available. Charges are as follows:

- a) Via the Trust's Web Site – Free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual
- b) Leaflets and brochures - free of charge for leaflets or booklets on, for example, services we offer to the public.
- c) "Glossy" or other bound paper copies, or in some cases a CD Rom, video or other mediums.
- d) E-mail will be free of charge unless it says otherwise.
- e) Charges may be applied to requests made under the Freedom of Information Act in accordance with the guidance issued by the Information Commissioner's Office. This will be in circumstances where the cost of compiling the information places a significant burden on the organisation, specifically if the task is over the 'appropriate limit' i.e. £450, calculated as 18 hours of staff time at £25 per hour. If a request is likely to incur this charge, the Trust will write to requester in advance to ask if he or she wishes to proceed.

For those without Internet access, a single print-out as on the website would be available by post from Freedom of Information Office, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS.

Email: foi@lwh.nhs.uk

Tel: 0151 708 9988

However, requests for multiple printouts, or for archived copies of documents which are no longer accessible or available on the web, may attract a charge for the retrieval, photocopy, postage etc. We will let you know the cost and charges that will have to be paid in advance. We will not provide printouts of other organisation's websites.

The charges will be reviewed regularly.

Data Protection and Rights of Access to Information

At the present time, in addition to accessing the information identified in this Publication Scheme, you are entitled to request information about this Trust under the Code of Practice on Openness in the NHS 1995. A link to this is available in Part 3 of the Scheme and hard copies are available free of charge from the Department of Health at DoH Publications, PO Box 777, London SE1 6XH. Sometimes, some or all of the information cannot be provided and we will explain the reasons why not when this happens.

The Freedom of Information Act recognises that as a member of the public, you have the right to know how public services such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of services that are expected and the results achieved.

From January 1st 2005 it also obliged the Trust to respond to requests about the information which it holds and is recorded in any form and it will create a right of access to that information. The rights to request and access this information are subject to some exemptions which the Trust has to take into consideration before deciding what information can be released.

Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you and you can contact, Russell Cowell, Information Governance Manager, Liverpool Women's NHS Foundation Trust, Crown Street, Liverpool, L8 7SS, or e-mail russell.cowell@lwh.nhs.uk to do this.

From January 1st 2005 the Environmental Information Regulations 2004 (EIR) was introduced. This enables similar access to environmental information, as under the Freedom of Information Act 2000, however verbal requests can be accepted under EIR. A written record of all verbal requests will be kept.

Information Management

Information falling into the Classes will be retained in line with the Trust's retention and disposal schedules, which comply with circular HSC1999/53 and Public Record Office Guidance, and are contained within the Records Management Policy.

Information not required for the business purposes of the Trust is stored at the Trust/at a place of deposit approved by the Lord Chancellor for the purpose of holding public records.

Copyright

The material available through this Publication Scheme is subject to the Trust's copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items in this Scheme are being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned.

For HMSO Guidance Notes on a range of copyright issues, see the [HMSO web site](#).

or contact:

HMSO Licensing Division
Kew
Richmond
Surrey
TW9 4DU

Tel: 0208 392 5382

Email: associates@nationalarchives.gov.uk

PART THREE: INSPECTION and MONITORING BODIES; INDEX TO INFORMATION HELD & USEFUL RESOURCES

Regular publications and information for the Public

The Trust produces a number of regular publications for the public, detailing news and events, our performance and our services:

- The [Annual Report and Accounts](#) is available from the Trust's website www.liverpoolwomens.nhs.uk or in hard copy on request
- The [Quality Accounts](#) (previously Clinical Annual report) which provides detailed information about our clinical performance, also available on the Trust's website
- '[Generations](#)' is our regular newsletter for our members, and is available to the public via our website.
- [Trust Board](#) summary of meetings are available to the public
- Strategies and Policies – more details in Policies and Procedures section
- [Patient information leaflets](#) – detailing services and procedures
- [Press releases](#) are also available

The external bodies involved in the monitoring and/or inspection of our services:

- [Audit Commission](#)
- [Care Quality Commission](#)
- [CPA](#)
- [Department of Health](#)
- [HFEA](#)
- [Monitor](#)
- [National Patient Safety Agency](#)
- [NHS Litigation Authority](#)
- [North West Strategic Health Authority \(NHS Northwest\)](#)

