

NHS FORTH VALLEY

FREEDOM OF INFORMATION (SCOTLAND) ACT (2002)

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL
PUBLICATION SCHEME

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Section 1: Introduction to NHS Forth Valley's Guide to Information

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme, which has the approval of the Scottish Information Commissioner, and publish information in accordance with that scheme. The publication scheme must:

- publish the classes of information that the authority makes routinely available
- tell the public how to access the information and whether information is available free of charge or on payment

NHS Forth Valley has adopted the **Model Publication Scheme** which has been produced and approved by the Scottish Information Commissioner.

You can see our [Model Publication Scheme here](#). It is also available on the Scottish Information Commissioner's website at [Publication schemes | Scottish Information Commissioner](#)

You can also contact us at the address below (page 5) if you prefer a copy of the Model Publication Scheme, or this Guide to Information, to be provided in a different format.

The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for NHS Forth Valley in relation to each class in the Model Publication Scheme
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information that has not been published.

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2: About NHS Forth Valley

NHS Forth Valley is governed by a Board of Directors and is accountable to the Cabinet Secretary for Health and Social Care through the Scottish Government Health Directorate. The Board controls an annual budget of £860 million, and is responsible for providing health services and improving the health for the population of Forth Valley.

NHS Forth Valley employs around 8000 staff from a wide range of professional and support occupations in our acute hospital, four community hospitals, 56 health centres, day centres for individuals with mental health conditions and learning disabilities, and a wide range of community-based services.. NHS Forth Valley's main office is located at: Carseview House, Castle Business Park, Stirling, FK9 4SW.

With a population of over 306,000 and covering a wide geographic area, NHS Forth Valley incorporates patients from Killin and Tyndrum in the North to Strathblane and Bo'ness in the South.

NHS Forth Valley strives to improve the health and wellbeing of everyone living in Forth Valley by working with our partners to prevent people from becoming unwell, reduce health inequalities and make the best use of the resources available to achieve better outcomes.

- **Collaboration:** We will work collaboratively with staff, primary care colleagues (working in local GP Practices, pharmacies, opticians and dental practices), partner organisations and the communities we serve to improve the health and wellbeing of local people. This includes involving patients and their families in any decisions which affect as well as shaping the way local healthcare services are designed and delivered.
- **Transformation:** We will reform and redesign the way we deliver health and care services to meet current and future challenges.
- **Stewardship:** We will take collective responsibility for ensuring that we stay within our budget and that the resources available are used effectively to deliver long-term financial sustainability.
- **Outcomes:** Focus our services, funding and efforts on the areas which will achieve the greatest impact, benefits and outcomes to improve the health and wellbeing of our whole population.

NHS Forth Valley has adopted the national NHS Scotland values outlined below and is working to embed these across the organisation to help bring them to life and ensure they are reflected at all key stages including recruitment, induction and training.



Care and Compassion



Quality and Teamwork



Openness, Honesty & Responsibility



Dignity and Respect

Section 3: Accessing Information under the Scheme

Availability and formats

The information published through this Guide to Information is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see “Section 5 – Our Charging Policy”).

Information in our Guide to Information will normally be available through the routes described below. “Section 10 – Classes of Information” provides more details on the information available under the Guide, along with additional guidance on how the information falling within each class may be accessed.

Online

Most information listed in our Guide to Information is available to download from our website. In many cases a link within Section 10: Classes of Information will direct you to the relevant page or document.

If you are having trouble finding any document listed in our guide, then for further assistance please contact us directly by any one of these methods:

By email

If the information you seek is listed in our Guide to Information but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary. Please send any emails to NHS Forth Valley’s Freedom of Information email address: fv.freedomofinformation@nhs.scot.

By phone:

All information in the guide will be available in hard copy form e.g. paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme: 01786 457313.

By post:

You can also request hard copies of any information in the Guide by post. Please address your request to:

NHS Forth Valley
Freedom of Information Enquiries
Information Governance
Carseview House
Stirling, FK9 4SW

When writing to us to request information, please include your **name** and **address**, full **details of the information or documents you would like to receive**, and **any fee applicable** (see Section 5: Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal visits:

If you prefer to visit us to inspect the information, you will be required to make an appointment to view the information. In such cases, this will be set out within Section 10 – Classes of Information, and contact details will be provided within the relevant class.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Section 4 - Information That We May Withhold

All information covered by our Guide to Information can either be accessed through our website or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner's Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in "Section 10 – Classes of Information". Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment.

Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation.

Whenever information is withheld we will inform you of this and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to "Section 8 – Contact details for enquiries, feedback and complaints".

Section 5 - Our Charging Policy

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website, at our premises, or where it can be sent to you electronically by email.

We may charge you for providing information to you, for example photocopying and postage, but we will only charge you what it actually costs us to do so.

We will always tell you what the charge is and how it has been calculated before providing the information to you. We will not provide you with the information until payment has been received.

Photocopying charges are shown below:	Black and White	Colour
Size of paper/alternative format	Pence per sheet	Pence per sheet

A4	10p	20p
A3	20p	40p

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge you no more than the cost per copy of the total print run. We do not pass on any other costs to you in relation to our published information.

Details of any individual charges which differ from the above charging policy are provided within “Section 10 – Classes of information”.

Section 6 – Our Copyright Policy

NHS Forth Valley holds the copyright for the vast majority of information in this Publication Scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, is not used for profit, and provided that the source of the material is identified.

Providing access to information does not mean that copyright has been waived, nor does it give the recipient the right to re-use information for commercial purposes. If you intend to re-use information obtained from the Scheme, and you are unsure whether you have the right to do so, please contact us (page 5) to request to re-use the information. Your request will be considered under the **Re-use of Public Sector Information Regulations 2015** which may provide the right to impose a charge. In the event that a charge is payable you will be advised what this is and how it is calculated. If you require more information on the re-use of information go to www.oqps.gov.uk or contact us.

The Publication Scheme may contain information where the copyright holder is not NHS Forth Valley. In most cases, the copyright holder will be obvious from the documents. In cases where the copyright is unclear it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Section 7 - Records Management Policy

NHS Forth Valley regards its records as a major asset of the organisation. It confirms that its records are one of the essential resources which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. NHS Forth Valley's Records Management Policy is listed in Section 10 Classes of Information - Class 5.

Section 8 - Contact details for enquiries, feedback and complaints

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme, this means we will review our Guide to Information from time to time.

As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

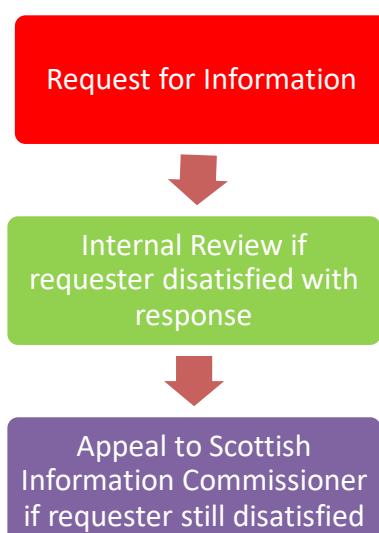
You may, for example, wish to tell us about:

- other information that you would like to see included in the guide;
- whether you found the guide easy to use;
- whether you found the guide to information useful;
- whether our staff were helpful;
- other ways in which our guide to information can be improved.

Our aim is to make our guide to information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing¹ or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.



¹ Verbal requests for environmental information carry similar rights

The Commissioner's website has a guide to this three step process, and operates an enquiry service on Monday to Friday from 9:00am to 5:00pm.

The Commissioner's office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Email: enquiries@foi.scot
Website: <https://www.foi.scot/your-rights>

All enquiries, feedback and complaints relating to NHS Forth Valley's Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Head of Information Governance
NHS Forth Valley
Carseview House
Stirling, FK9 4SW
Tel: 01786 457 313
Email: fv.freedomofinformation@nhs.scot
Website: <https://nhsforthvalley.com/contact-us/freedom-of-information-request/>

Section 9: How to Access Information which is not available in the Guide to Information

We are currently in the process of bringing our Guide to Information in line with the Model Publication Scheme. You will notice that in some cases we have not provided a link to an item described in "Section 10 – Classes of Information". In these cases, we have provided information on how currently to request access to this information, and will update this Guide when the information becomes publicly available on our website.

If the information you are seeking is not available via the Model Publication Scheme (as described in this Guide) then you can request it from us.

The Act provides you with a right of access to the information we hold, subject to certain exemptions. The EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 2018 (DPA) provides a right to request access to any personal information about you that we hold.

Again, these rights are subject to certain exceptions or exemptions. Should you wish to request a copy of any information that we hold that is not available under the Model Publication Scheme (and described in this Guide), please write to:

For requests under Freedom of Information and the EIRs please contact:

Freedom of Information Enquiries
Information Governance
Carseview House
Stirling
FK9 4SW
Tel: 01786 457 313
Email: fv.freedomofinformation@nhs.scot

For requests under the Data Protection legislation please contact:

Data Protection Enquiries
Information Governance
Carseview House
Stirling
FK9 4SW
Tel: 01786 457 313
Email: fv.informationgovernance@nhs.scot

Charges for information which is not available under the scheme:

The charges for information which is available under NHS Forth Valley's Guide to Information are set out under "Section 5 – Our Charging Policy".

If you submit a request to us for information which is not available in this Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

Environmental information is provided under the EIRs rather than the Act. The rules for charging for environmental information are slightly different.

We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g. photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to NHS Forth Valley of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Section 10: The classes of information that we publish

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Please be advised that NHS Forth Valley has detailed all known information that is currently available for viewing through our public website: www.nhsforthvalley.com. All links have been listed below for your convenience. Once information is published under a class we will continue to make it available for the current and previous two financial years. We publish all the information that we hold within the following classes:

Classes	Pages
1 - About NHS Forth Valley	13 – 14
2 - How we deliver our functions and services	15
3 - How we take decisions and what we have decided	16
4 - What we spend and how we spend it	17
5 - How we manage our human, physical and information resources	18 – 23
6 - How we procure goods and services from external providers	23
7 - How we are performing	23 – 24
8 - Our commercial publications	24

In cases where information has not been listed below, please contact us (Contact Details on page 5) directly for further advice or submit a Freedom of Information request to obtain further information – see ‘Section 3 – Accessing Information under the Scheme’ for information on how to submit a request.

We are currently in the process of bringing our Guide to Information in line with the Model Publication Scheme. You will notice that in some cases we have not provided a link to an item described below. In these cases, we have provided information on how currently to request access to this information, and will update this Guide when the information becomes publicly available on our website.

CLASS 1: ABOUT NHS FORTH VALLEY

Class description: Information about NHS Forth Valley, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class includes:	Description	How to access it/details of any charges
About Us		
About Us	Provides an overview of NHS Forth Valley and links to various webpages regarding our operations.	NHS Forth Valley – About
	NHS Forth Valley's role as an Anchor Institution	NHS Forth Valley – Anchor Institution
Organisations Purpose, Vision & Values (this also covers our Customer Code)	NHS Forth Valley's Vision, Values, Priorities, Objectives and Delivery Plans	NHS Forth Valley – Vision & Values
Contact Details	Contact details of all our venues and of our principal offices.	NHS Forth Valley – Contact
	Details what to do if you need to confirm, cancel or change an outpatient appointment.	NHS Forth Valley – Confirm, Cancel or Change Appointments
Business Opening Hours	Information is available by hospital	NHS Forth Valley – Hospitals
Organisational Chart	Details the organisational structure of NHS Forth Valley, including the roles and responsibilities of senior staff.	NHS Forth Valley – Organisational Structure
Our Board	Details who our Board are and what they do.	NHS Forth Valley – Board Members
	Schedule for forthcoming Board Meetings	NHS Forth Valley – Board Matters
Charitable Trust & Objectives	Information on NHS Forth Valley's charitable status	NHS Forth Valley – Donations & Fundraising

	<p>Information on how to donate</p> <p>Information on fundraising</p> <p>Provides a list of Charity Trustees</p> <p>Details the role and impact of NHS Charities Together within NHS Forth Valley</p> <p>Provides information regarding Corporate Partnerships with NHS Forth Valley's charitable aims</p>	<p>NHS Forth Valley – How to Donate</p> <p>NHS Forth Valley – Fundraising</p> <p>NHS Forth Valley – Charity Trustees</p> <p>NHS Forth Valley – NHS Charities Together</p> <p>NHS Forth Valley – Corporate Partnerships</p>
Directors	List of NHS Forth Valley Company Directors including their roles and responsibilities.	NHS Forth Valley – Board Members
Articles of Association	Describes the make-up and purpose of the organisation, what we are here for, governance issues.	NHS Forth Valley – Governance
Company Governance	Details of NHS Forth Valley corporate governance e.g. Code of Corporate Governance, Board Code of Conduct, and Board Register of Interests	<p>NHS Forth Valley – Governance</p> <p>NHS Forth Valley – Code of Conduct</p>
News	<p>News about NHS Forth Valley</p> <p>NHS Forth Valley's Communications including staff news, our newsletter, and our social media channels</p>	<p>NHS Forth Valley – News</p> <p>NHS Forth Valley – Communications</p>

Working at NHS Forth Valley	<p>Provides information about our geographical area of operation</p> <p>Provides information on working in Prisons with NHS Forth Valley</p>	<p>NHS Forth Valley – Working In Forth Valley</p> <p>NHS Forth Valley – Working In Prisons</p>
External relations and working with others		
Partnership Opportunities	Information on various partnership opportunities with NHS Forth Valley	NHS Forth Valley – Get Involved
Partnership Agreements and Strategic Agreements with other organisations.	Information on our Health & Social Care Partnerships	NHS Forth Valley – Health & Social Care Partnerships
	Information on our Forth Valley University College Partnership	NHS Forth Valley – University College NHS Partnership
Work Placements	Provides information on work experience, shadowing, and making placements requests	NHS Forth Valley – Work Placements
Accountability and Audit Relationships	Details of bodies we are audited and/or regulated by, and the nature of our relationship with them e.g. establishing council, OSCR, Financial Conduct Authority. Reports to these bodies.	Home Audit Scotland and their latest NHS Forth Valley audit: NHS Forth Valley annual audit 2024/25 Audit Scotland
		Inspections of NHS hospitals and services – Healthcare Improvement Scotland
Information on rights, how to make a request		
How to complain or make a comment	How to complain or make a comment e.g. complaints policy, and contact details.	NHS Forth Valley – Feedback & Complaints

How to make a freedom of information request	How to request information, contacts details for FOI section/unit.	NHS Forth Valley – Freedom of Information
How to make a request for personal information	How to apply your rights under the Data Protection Act 2008 & request personal information held by NHS Forth Valley about you.	NHS Forth Valley – Data Protection
Model Publication Scheme and Guide to Information (includes information on charging for published information).	NHS Forth Valley has adopted the Scottish Information Commissioner's Model Publication Scheme. You can find it and our Guide to Information here.	NHS Forth Valley – Freedom of Information
Corporate Planning		
Mission Statement	NHS Forth Valley's Mission Statement (referred to as Our Vision)	NHS Forth Valley – Vision & Values
Corporate Plan	NHS Forth Valley's annual Delivery Plan	NHS Forth Valley Delivery Plan 2025-2026
Corporate Strategies e.g., for economic development, etc.	Strategies for NHS Forth Valley's corporate developments.	NHS Forth Valley Procurement Strategy 2015-2020 extended to 2024 Communications Framework 2023 - 2028 NHS Forth Valley Anchor Plan 2023 – 2026 NHS Forth Valley Climate Emergency & Sustainability Strategy & Action Plan 2023-2026
Corporate policies, e.g., health and safety, equality, sustainability	Information and copies of corporate policies	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Strategic planning process	Information on how we undertake our strategic planning e.g. planning policies, decision making	NHS Forth Valley – Health & Strategic Plans

	structures, timetables.	
CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES		
Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.		
The information we publish under this class includes:	Description	How to access it/details of any charges
Corporate Strategy	Provides a high level overview on where we are as an organisation, what we are aiming to achieve and the actions we need to take to get there. Detailed business plans may contain commercially sensitive information so are not published- but you can still make a request for them.	NHS Forth Valley – Population Health & Care Strategy 2025 – 2035 NHS Forth Valley Delivery Plan 2025/2026.pdf
Our Venues	Our venues, contact details & facilities, including visiting hours	NHS Forth Valley – Hospitals
Programme of Events	Information about the programme of events taking place in NHS Forth Valley	NHS Forth Valley Events
Corporate policies and procedures	Provides details for obtaining other corporate-wide policies Details the Speak Up Service, for employees to discuss concerns Provides guidance on Whistleblowing	NHS Forth Valley – Governance – this page provides details for obtaining other corporate-wide policies. NHS Forth Valley – Speak Up Service NHS Forth Valley – Whistleblowing
Our Services	Guidance on our services and ways to access them	NHS Forth Valley – Services

	An A to Z of services we provide.	NHS Forth Valley – Services A to Z
	Details how to find local services	NHS Forth Valley – Find Local Services
How to access our services	Information on how to access services can be found on each respective hospital's webpage.	NHS Forth Valley – Hospitals
	Provides guidance on identifying the right service	NHS Forth Valley – Right Care Right Place
	Information on any charges for Overseas Visitors	NHS Forth Valley – Overseas Visitor Healthcare
Service policies and internal staff procedures, including allocation, quality and standards	Policies relating to quality, standards, and allocation of services in NHS Forth Valley	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Strategies, policies and internal staff procedures for performing statutory functions	Policies related to NHS Forth Valley's statutory functions	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Reports of the authority's exercise of its statutory functions	Provides any reports of how NHS Forth Valley exercises its statutory functions	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Statement of public task required by the Re-use of Public Sector Information Regulations 2015	Provides information on our Public Task, determining the information available to request through the RPSI Regs 2015	NHS Forth Valley are currently working to comply with the Re-use of Public Sector Information Regulations 2015. Information on our Mission is available here: NHS Forth Valley – Vision & Values
Jobs at NHS Forth Valley	Our current vacancies	NHS Forth Valley – Job Vacancies

	Current Non-Executive Board vacancies	NHS Forth Valley – Non-Executive Board Vacancies
	Volunteering opportunities	NHS Forth Valley – Volunteering
	Information for Allied Health Professionals returning to practice	NHS Forth Valley – Return to Practice
How to report a concern to the authority	How to complain or make a comment e.g. complaints policy, and contact details.	NHS Forth Valley – Feedback & Complaints

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class includes:	Description	How to access it/details of any charges
Board/Committee Agendas, Reports & Minutes	The agendas for our Board/Committee Meetings by month. This includes approved Board/Committee reports, and approved Board/Committee minutes. You can request copies of minutes prior to their approval from us under the Act.	NHS Forth Valley – Board Papers
Public Consultations	Details of any wider consultations we have undertaken with the general public.	NHS Forth Valley – Public Consultations
Engagement Strategies	Our most recent Participation and Engagement Framework	Participation-and-Engagement-Strategic-Framework-2025-2028.pdf
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations carried out by the authority	NHS Forth Valley – Escalation

	<p>Information regarding Reinforced Autoclaved Aerated Concrete (RAAC) Surveys</p> <p>Details reports from the Scottish Public Services Ombudsman</p>	<p>NHS Forth Valley – RAAC Surveys</p> <p>NHS Forth Valley – Ombudsman Reports</p>
Environmental Impact Assessment Reports	Provides any reports conducted by NHS Forth Valley in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017.	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class includes:	Description	How to access it/details of any charges
Annual Report & Accounts	<p>Annual report and audited financial statements.</p> <p>This provides various financial reports according to each heading on the webpage. It includes Board Member remuneration, staff-wide expenses, information about endowments, and reports required by the Public Services Reform (Scotland) Act</p>	<p>NHS Forth Valley – Annual Reports</p> <p>NHS Forth Valley – Financial Reports</p>
Business Cases	Information on Business Cases put forward for premises within NHS Forth Valley's area of operation.	NHS Forth Valley – Business Cases

Pay & Grading Structure	Pay & grading structure for NHS Forth Valley staff. As per Agenda for Change, pay and grading structures are set out as detailed in the link provided. This pay structure is Scotland-wide.	Agenda for Change MSG
Budget allocation to key policy/function/service areas	Information relating to the budget allocation to key areas within NHS Forth Valley	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Financial administration manual/internal financial regulations	NHS Forth Valley's internal financial regulations and administration manual	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Expenses policies and procedures	NHS Forth Valley's policies and procedures relating to expense claims.	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Senior staff/board member expenses at category level	Expense claims by category made by Senior staff/board members.	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Funding awards available from the authority, how to	Information relating to funding awards available from	You can make an Information

apply for them and funding awards made by the authority	NHS Forth Valley	Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
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CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description: Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class includes:	Description	How to access it/details of any charges
Privacy Notice	Details how we handle information and what we use it for.	NHS Forth Valley – Privacy Notice
Human Resources Policies	Human resources policies are now adopted under the national Once For Scotland Workforce Policies Programme	Policies NHS Scotland
Staffing structures	NHS Forth Valley's staffing structures	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Employee relations structures and agreements reached with recognized trade unions and professional organisations	Details of NHS Forth Valley's Partnership agreements	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Management of the authority's land and property assets, including environmental/sustainability reports	Information relating to how NHS Forth Valley manages its land and properties	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide. However, an environmental Impact Assessment Report is available for Forth

		Valley Royal Hospital: FVRH EIAR
Description of the authority's land and property holdings	Details NHS Forth Valley's land and property holdings	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Estate development plans	Information relating to development plans for NHS Forth Valley estates	NHS Forth Valley – Business Cases
Maintenance arrangements	Information detailing the maintenance arrangements in place in NHS Forth Valley	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Records management policy and records management plan, including records retention schedule	NHS Forth Valley's Records Management Policy and Records Retention Schedule	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Information governance/asset management policies and procedures, information asset list	Details NHS Forth Valley's Information Governance policies and information asset list.	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Knowledge management policies and procedures	Information regarding NHS Forth Valley's knowledge management policies	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
List of statistical information published by the authority	Details the statistical information published by NHS Forth Valley	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.

Freedom of information policies and procedures	Information regarding NHS Forth Valley's Freedom of Information policy	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.
Data protection or privacy policy	Information regarding NHS Forth Valley's Data Protection policy	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description: Information about how we procure goods and services, and our contracts with external providers.

The information we publish under this class includes:	Description	How to access it/details of any charges
Procurement Policies & Procedures	NHS Forth Valley procurement policy	
Contracts	Details of NHS Forth Valley let contracts which have gone through formal tendering, including contractor and value.	Contracts Search - Public Contracts Scotland
Invitations to tender	Details of invitations to tender	Buyer View - Public Contracts Scotland
Additional information published as required by Procurement legislation	Details any additional information published as a requirement of: the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) regulations 2015)	You can make an Information Request for this information, by following the instructions in Section 9. We are working to make this information available through this Guide.

CLASS 7: HOW WE ARE PERFORMING

Class description: Information about how we perform as an organisation, and how well we deliver our functions and services.

The information we publish under this class	Description	How to access it/details of any charges
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includes:		
Annual Performance Report, includes Equality Reports.	Annual report and audited financial statements.	NHS Forth Valley – Annual Reports
Scottish Public Services Ombudsman reports	Details of reports made to the SPSO	NHS Forth Valley – Ombudsman Reports
Performance Indicators and performance against them	Information detailing NHS Forth Valley's Key Performance Indicators and our performance against them.	NHS Forth Valley – Annual Reports – under the heading “Annual Report”

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal

The information we publish under this class includes:	Description	How to access it/details of any charges
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NHS Forth Valley does not hold or publish any information under this class

CLASS 9: OPEN DATA

Class description: Open data made available by the authority as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence

The information we publish under this class includes:	Description	How to access it/details of any charges
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NHS Forth Valley does not hold or publish any information under this class

Publications in Alternative Formats

NHS Forth Valley is happy to consider requests for publications in other languages or formats, such as large print.

To request another language, please contact: 01786 434784.

For other formats contact: 01324 590886

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