
**The Health Promotion Agency
for Northern Ireland**

**Freedom of Information Act 2000
Publication Scheme**

**Based on the approved regional model Publication Scheme for
HPSS Trusts, Agencies and Councils**

Draft - 31 October 2003

The Health Promotion Agency for Northern Ireland (HPA) Publication Scheme

Welcome to the Health Promotion Agency's Publication Scheme. The Scheme is in three parts:

Part 1: Introduction

Part 2: The classes of information that we hold

Part 3: Inspection and monitoring bodies, index to the Publication Scheme, and useful resources

Part 1: Introduction

1.1 What a Publication Scheme is

This Publication Scheme is a complete guide to the information routinely published by the HPA. It is a description of the information about the HPA which we make publicly available. We will 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 the HPA easily. Under Section 19 of the Freedom of Information Act 2000 (there is an Internet address for the Act in Part 3 below), the HPA has a legal duty to adopt and maintain a Publication Scheme for the publication of HPA information. The purpose of the Act is to promote greater openness by public authorities (of which the HPA is one).

The Publication Scheme will help you to find all the information which the HPA publishes. The Freedom of Information Act does not change the right of individuals to confidentiality in accordance with Article 8 of the Human Rights Act (1998), the Data Protection Act (1998) and at common law. Maintaining confidentiality continues to

be an important commitment on our part. To help with this, we have appointed an officer who has responsibility to ensure the protection of individuals' confidentiality in accordance with your legal rights. In the HPA this officer is the Human Resources Manager, who can be contacted at:

**The Health Promotion Agency for Northern Ireland
18 Ormeau Avenue
Belfast
BT2 8HS**

1.2 Feedback

Any questions or comments about this Scheme, or its operation, should be sent in writing to the Chief Executive at the address given above.

1.3 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 the HPA under the Code of Practice on Openness in the HPSS (1996). Hard copies of the Code are available free of charge from the DHSSPS by contacting:

**Records Liaison Officer
Office of the Deputy Secretary
Room D4.29, Castle Buildings
Stomont
Belfast
BT4 3SL**

Sometimes, some or all of the information cannot be provided and we will explain the reasons when this happens.

The Freedom of Information Act enables you to know how public services such as the Health and Personal Social Services (HPSS) are organised and run, how budgets are spent 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 1 January 2005 the Freedom of Information Act will also oblige the HPA to respond to requests about the information which it holds and has 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 HPA has to take into consideration before deciding what information can be released.

Under the Data Protection Act 1998, individuals are also entitled to access any personal information held about them (subject to certain exceptions) and you can contact the Human Resources Manager at the HPA to do this.

Revised Environmental Information Regulations may be introduced in the future. These will enable similar access to environmental information, as under the Freedom of Information Act 2000.

Unless otherwise specified, the version of the document(s) available will be the most recently approved by the HPA Board.

To comply with Section 75 of the Northern Ireland Act 1998, this publication scheme will be made available on request in alternative formats as appropriate.

Part 2: The classes of information

2.1 How information is presented

The information is grouped into broad categories as follows:

- 1. The HPSS and where we fit in**
- 2. Who we are**
- 3. Financial and funding information**
- 4. Corporate information**
- 5. Aims, targets and achievements**
- 6. Our services**
- 7. Reports and independent inquiries**
- 8. Policies and procedures**
- 9. Public involvement and consultation**
- 10. Communications with the public**
- 11. Complaints**
- 12. Human Resources**
- 13. Press and media releases**
- 14. Environmental information**
- 15. This Publication Scheme**

We will state how you can obtain the information outlined within each class. This will be either via email, on a website or as a hard copy or other media as stated within each class. The publications are free unless otherwise indicated within each class. Where information is provided at a cost, the charges will be calculated as set out in Section 2.3.

The HPA'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 HPSS or the Freedom of Information Act. 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 will be available both in hard copy and on our website www.healthpromotionagency.org.uk

2.2

What's in each class

Class 1: The HPSS and where we fit in
Planning and other documents outlining how we fit into the HPSS structure.

Class 2: Who we are
Details of the organisation, organisational structures and key personnel

Class 3: Financial and funding information
Funding details, charging policies and financial accounts.

Class 4: Corporate information
Reports, policies, minutes of Board and Board Sub-committee meetings and planning documents.

Class 5: Aims, targets and achievements
Financial targets, aims and objectives and key performance indicators. See also Class 9 below.

Class 6: Our services
The range of services that we provide for the HPSS and how we deliver these.

Class 7: Reports and independent inquiries
Independent inspections and findings regarding the organisation. See Part 3 for a list of bodies which monitor and inspect the DHSSPS and associated bodies.

Class 8: Policies and procedures
General policies and procedures in use within the organisation.

Class 9: Public involvement and consultation
Details of consultation procedures, decision-making processes, timescales and responses. Consultations in progress and how you can become involved.

Class 10: Communications with the public
For example, guidance and information leaflets.

Class 11: Complaints
Policies, procedures and contacts for complaints.

Class 12: Human Resources
Employment policies and procedures.

Class 13: Press and media releases
Our releases to the press and to the media.

Class 14: Environmental information
Our premises and the uses they currently enjoy. Information required to be placed in the public domain as a result of the Environmental Information Regulations, any Environmental Enforcement action and associated information (see also Introduction to Publication Scheme).

Class 15: This Publication Scheme
In this class we will publish any changes we make to this Publication Scheme, our information management policies and a referral point for all enquiries regarding information management generally in the HPA. We will also publish any changes or additions to publications already available under this Publication Scheme.

2.3 Charges for information

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

- 1. Electronic copies - free of charge. Much of the information covered by this Publication Scheme is available to download from the HPA's website at www.healthpromotionagency.org.uk. Electronic copies, eg Microsoft Word or PDF files, can also be provided by email on application to:**

publication.scheme@hpani.org.uk

For those without email or Internet access, a single printout would be available by post, or on personal application, from:

**Records Liaison Officer
The Health Promotion Agency for Northern Ireland
18 Ormeau Avenue
Belfast
BT2 8HS**

However, requests for multiple copies, or for archived copies of documents which are no longer accessible or are not in electronic format, 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.

- 2. Leaflets and brochures - free of charge for leaflets or booklets on, for example, services we offer to the public. These may be downloaded from our website or obtained by either emailing us at publication.scheme@hpani.org.uk or by writing to the Records Liaison Officer at the address given above.**
- 3. “Glossy” or other bound paper copies, or in some cases CD ROM, video or other media, may be charged for. We will let you know the cost and charges that will have to be paid in advance.**

The charges will be reviewed regularly.

2.4 Copyright

The material available through this Publication Scheme is subject to the HPA’s copyright unless otherwise indicated. If you wish to reproduce HPA materials, please contact our Publications Development Manager on 028 9031 1611 or email r.knowles@hpani.org.uk for permission. You must undertake to reproduce the information accurately and to ensure that it is 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 website: www.hmso.gov.uk/guides.htm

or contact:

**HMSO Licensing Division
St Clements House
2-16 Colegate
Norwich
NR3 1BQ
Tel: 01603 621000
Fax: 01603 723000
Email: HMSO Licensing**

Part 3: Inspection and monitoring bodies, index to the Publication Scheme, and useful resources

3.1 The bodies involved in the monitoring and/or inspection of HPSS services include:

- **Northern Ireland Council for Postgraduate Medical and Dental Education**
www.nicpmde.com
- **Department of Health, Social Services and Public Safety**
www.dhsspsni.gov.uk
- **Postgraduate Medical Education and Training Board**
- **Joint Committee for Postgraduate Training in General Practice**
www.jcptgp.org.uk
- **Specialist Training Authority of the Medical Royal Colleges**
www.sta-mrc.org.uk
- **Faculty of Occupational Medicine**
www.facocmed.ac.uk
- **Faculty of Public Health Medicine**
www.fphm.org.uk
- **Royal College of Anaesthetists**
www.rcoa.ac.uk
- **Royal College of Obstetricians and Gynaecologists**
www.rcoa.ac.uk
- **Royal College of Ophthalmologists**
www.rcophth.ac.uk
- **Royal College of Pathologists**
www.rcpath.org

- **Royal College of Paediatrics and Child Health**
www.rcpch.ac.uk
- **Royal College of Physicians**
www.rcplondon.ac.uk
- **Royal College of Psychiatrists**
www.rcpsych.ac.uk
- **Royal College of Radiologists**
www.rcr.ac.uk
- **Royal College of Surgeons in Ireland**
www.rcs.ie
- **Joint Committee on Higher Medical Training**
www.jchmt.org.uk
- **Joint Committee on Higher Surgical Training**
www.jchst.org
- **General Medical Council**
www.gmc.org
- **General Dental Council**
www.gdc.org
- **Queen's University Belfast**
www.qub.ac.uk

3.2 Index

An index is provided at Annex 2 to facilitate searching of, and access to, the information made available under the Publication Scheme.

3.3 Useful resources

Websites:

www.informationcommissioner.gov.uk

This is the Information Commissioner's website.

www.kd.gov.uk

This is the Department for Constitutional Affairs website.

www.foi.nhs.uk

This is the NHS Freedom of Information website.

3.4 Publications

- **Code of Practice on Openness in the HPSS (1996)**
Available from:
Records Liaison Officer
Office of the Deputy Secretary
Room D4.29, Castle Buildings
Stomont
Belfast
BT4 3SL
- **Northern Ireland Act 1998**
www.legislation.hmso.gov.uk/acts/acts1998/19980047.htm
- **FOI Act 2000**
www.legislation.hmso.gov.uk/acts/acts2000/2000036.htm
- **FOI Act 2000 Explanatory Notes**
www.legislation.hmso.gov.uk/acts/en/2000en36.htm
- **Code of Practice under Section 45 FOI Act 2000**
www.kd.gov.uk
- **Code of Practice under Section 46 FOI Act 2000**
www.kd.gov.uk

Annex 1: PUBLISHED INFORMATION

We have listed the information which is available under each Class in tables on the following pages. Within each Class it states the form in which the information is available. In most instances, this will be either via email or as a hard copy or other media.

Hard copy or other media can be obtained from:

**Records Liaison Officer
The Health Promotion Agency for Northern Ireland
18 Ormeau Avenue
Belfast
BT2 8HS**

while email requests should be addressed to:

publication.scheme@hpani.org.uk

CLASS 1: The HPSS and where we fit in

Document	Description	Availability	Cost £
Health and Personal Social Services Organisational chart	Chart describing how the organisations within the HPSS relate to each other	See list of organisations at http://www.n.i.nhs.uk	Free
Introduction to the HPA	General information about the HPA	See HPA website: www.healthpromotionagency.org.uk	Free
Health Promotion Agency - About us. (Booklet)	General introduction to the HPA including map of premises	Hard copy or see website: http://www.healthpromotionagency.org.uk/Resources/corporate/aboutus/HPAaboutus.htm	Free
Establishment Order - Northern Ireland Health Promotion Agency (Establishment and Constitution) Order (Northern Ireland) 1990	Order of Parliament which established the HPA on 1 October 1990	Hard copy available from HMSO http://www.northernireland-legislation.hmso.gov.uk/	HMSO charge
HPA Areas of work	Summary of HPA's key programme areas	See: http://www.healthpromotionagency.org.uk/Work/workmenu.htm Hard copy	Free

Document	Description	Availability	Cost £
Investing for Health	DHSSPS Public Health Strategy	http://www.dhsspsni.gov.uk/publications/2002/investforhealth.html	Free
Priorities for Action	Annual targets for the HPSS set by the Department	http://www.dhsspsni.gov.uk/publications/2003/priorities_for_action_03.pdf	Free

CLASS 2: Who we are

Document	Description	Availability	Cost £
Introduction to the HPA	General information about the HPA	See HPA website: www.healthpromotionagency.org.uk Hard copy	Free
Health Promotion Agency - About us. (Booklet)	General introduction to the HPA including map of premises	Hard copy or see website: http://www.healthpromotionagency.org.uk/Resources/corporate/aboutus/HPAaboutus.htm	Free
HPA Board Members and Staff contacts	Background profile of Board members Staff contact details	See: http://www.healthpromotionagency.org.uk/AboutHPA/agencyboard.htm See: http://www.healthpromotionagency.org.uk/Contacts/contactsmenu.htm Hard copy	Free
Establishment Order - Northern Ireland Health Promotion Agency (Establishment and Constitution) Order (Northern Ireland) 1990	Order of Parliament which established the HPA on 1 October 1990	Hard copy available from HMSO http://www.northernireland-legislation.hmso.gov.uk/	HMSO charge

Document	Description	Availability	Cost £
Organisation Charts	Management structures and key personnel/ responsibilities	See Annex 3 Hard copy Email	Free
Corporate Governance	Board Standing Orders	Hard copy Email	Free
“	Standing Financial Instructions	Hard copy Email	Free
“	Board Codes of Conduct and Accountability	Hard copy Email	Free
“	Board Declaration of Pecuniary Interest	Hard copy Email	Free
“	Audit and Remuneration Committees Terms of Reference	Hard copy Email	Free
Key Partnerships	Main relationships and partnerships with other organisations	See http://www.healthpromotionagency.org.uk/AboutHPA/hpa.htm http://www.healthpromotionagency.org.uk/Work/workmenu.htm Hard copy Email	Free

CLASS 3: Financial and Funding Information

Document	Description	Availability	Cost £
Current Annual Report incorporating summary of Financial Accounts	Report published annually on the HPA's work in the previous financial year- Includes summarised financial accounts	See HPA website: http://www.healthpromotionagency.org.uk/Resources/corporate/annualreport/annualreport03.htm Hard copy	Free
Standing Financial Instructions incorporating Scheme of Delegated Authority (Financial)	Financial regulations	Hard copy Email	Free
Management Statement	Policy, management and resources framework with DHSSPS within which the HPA operates	Hard copy Email	Free
Standards of Business Conduct for Staff		Hard copy Email	Free
Standard Terms and Conditions	Contract terms	Hard copy Email	Free
OJEC Adverts	Adverts for major capital schemes	From CSA website at http://www.csa.unite.net.html	Free

Document	Description	Availability	Cost £
Register of Tenders	Recent tenders sought and awarded	Hard Copy Email	Free
Service and Budget Agreements	Agreements with DHSSPS and other bodies re. services to be provided	Hard copy Email	Free

CLASS 4: Corporate Information

Document	Description	Availability	Cost £
Annual Report	Report published annually on the HPA's work in the previous financial year- Includes summarised financial accounts	See HPA website: http://www.healthpromotionagency.org.uk/Resources/corporate/annualreport/annualreport03.htm Hard copy	Free
Business Plan	Annual plan for development of services, including Corporate Objectives and plans to meet Priorities for Action targets	Hard copy Email	Free
HPA Operational Plan	Annual plan describing the content and delivery of HPA business programmes and projects	Hard copy Email	Free
Board Agenda and papers		Hard copy Email	Free
Board Minutes		Hard copy Email	Free
Agenda and Minutes of Audit Committee	Financial monitoring	Hard copy Email	Free

Document	Description	Availability	Cost £
Corporate Strategy and Corporate Plan (under review)	HPA strategic planning document identifying corporate objectives and priorities for HPA Business plan	Under development Will be made available on HPA website and Hard copy	TBC

CLASS 5: Aims, Targets and Achievements

Document	Description	Availability	Cost £
Mission Statement		See HPA website: www.healthpromotionagency.org.uk Email Hard copy	Free
Corporate Objectives (in Business Plan)	Organisational targets for the year agreed by DHSSPS	Email Hard copy	Free
Operational Plan	Monitoring of progress within HPA Programme and project areas	Hard copy Email	Free
Performance monitoring	Finance and Performance reports to HPA Board and DHSSPS	Hard copy Email	Free
Risk Management Strategy	Management of non-clinical risk	Hard copy Email	Free
Quality awards	Investors in People; list of other awards achieved	See: http://www.healthpromotionagency.org.uk/ AboutHPA/ip.htm Hard copy Email	Free

Document	Description	Availability	Cost £
New Targeting Social Need (TSN) Action Plan	HPA plans to meet the objectives of TSN	Hard copy Email	Free
Equality Scheme	HPA scheme for implementing S75 of the Northern Ireland Act 1998	Hard copy Email See http://www.healthpromotionagency.org.uk/Resources/corporate/equality/HPAequalityscheme.pdf	Free

CLASS 6: Our Services

Document	Description	Availability	Cost £
Profile of Services	Information on HPA work and what it involves	See http://www.healthpromotionagency.org.uk/Work/workmenu.htm Hard copy Email	Free
Business Plan	Annual plan for development of services	Hard copy Email	Free
Communications Strategy and Protocols	Framework identifying HPA practices and procedures for communicating internally and externally	Hard copy Email	Free
Complaints Policy and Procedures	How we address complaints	Hard copy Email	Free
Policy on the Use of HPA Premises	Policy detailing the use of the HPA Premises by external groups	Hard copy Email	Free

CLASS 7: Reports and Independent Inquiries

Document	Description	Availability	Cost £
External Auditor's Management Letter	Statement of compliance with rules and regulations	With Board papers – see Class 4	Free
Quinquennial Review Report	External review of HPA undertaken in line with H.M.Treasury and Dept of Finance and Personnel guidelines	Hard copy	Free
Value for Money Reports	External report on specific areas of HPA activity	Hard copy	Free
IIP report	External report on HPA accreditation for Investors in People Award	Hard copy	Free
Annual Report to Equality Commission		Hard copy Email	Free

CLASS 8: Principal Policies and Procedures

Document	Description	Availability	Cost £
List of policies		Hard copy Email	Free

CLASS 9: Public Involvement and Consultation

Document	Description	Availability	Cost £
Equality Scheme	Trust scheme for implementing S75 of the Northern Ireland Act 1998	Hard copy Email	Free
List of Consultees		Hard copy Email	Free
Current Consultations		Hard copy Email	Free
Interpreter Services		Hard copy Email	Free
Record of Compliments and Awards		Hard copy Email	Free

CLASS 10: Communications for the Public

Document	Description	Availability	Cost £
Inventory of Publications	List of resources/publications provided by the HPA for public/professional use	See: http://www.healthpromotionagency.org.uk/Resources/resourcesmenu.htm Email Hard copy	Free

CLASS 11: Complaints

Document	Description	Availability	Cost £
HPA Complaints Procedure	How we address complaints	Hard copy Email	Free
HPSS Complaints Procedure	Departmental Guidance	Hard copy	Free
Complaints Monitoring Report		Hard copy Email	Free

CLASS 12: Human Resources

Document	Description	Availability	Cost £
Current vacancies	Advertised vacancies within the HPA	See: http://www.healthpromotionagency.org.uk/Work/Publicrelations/Vacancies.htm	Free
Recruitment and Selection Procedure	Rules and guidance for managers and staff	Hard copy Email	Free
Health and Safety Policy	Rules and guidance for managers and staff	Hard copy Email	Free
Grievance Procedures	Rules and guidance for managers and staff	Hard copy Email	Free
Disciplinary Procedures	Rules and guidance for managers and staff	Hard copy Email	Free
Sickness Absence Policy	Rules and guidance for managers and staff	Hard copy Email	Free

Document	Description	Availability	Cost £
Special leave for Domestic, Personal & Family Reasons	Rules and guidance for managers and staff	Hard copy Email	Free
Equal Opportunities Policy Statement	Rules and guidance for managers and staff	Hard copy Email	Free
Career Break Policy	Rules and guidance for managers and staff	Hard copy Email	Free
Training & Development Policy	Rules and guidance for managers and staff	Hard copy Email	Free
HPA Performance Management Guide	Rules and guidance for managers and staff	Hard copy Email	Free
Whitley Terms & Conditions	National terms and conditions of employment	Available to be viewed by arrangement through Records Liaison Officer	
Agenda for Change	Revised national terms and conditions proposals	http://www.dhsspsni.gov.uk/publications/2003/new_pay_system.pdf	Free

Document	Description	Availability	Cost £
Equal Opportunities Report	Annual monitoring report to Board	Hard copy	Free
Investors in People Report	Inspection report	Hard copy	Free

CLASS 13: Press and Media Releases

Document	Description	Availability	Cost £
Archive of HPA Press Releases	Releases to the Press and Media	See: http://www.healthpromotionagency.org.uk/Work/Publicrelations/PressReleases/archive.htm Hard copy	Free

CLASS 14: Environmental Information

Document	Description	Availability	Cost £
Use of HPA Premises	Rules and guidance for managers and staff	Hard copy or email	Free

CLASS 15: This Publication Scheme

Document	Description	Availability	Cost £
Publication Scheme	List of published information	Hard copy Email	Free
What's new?	Changes to Publication Scheme	Hard copy Email	Free

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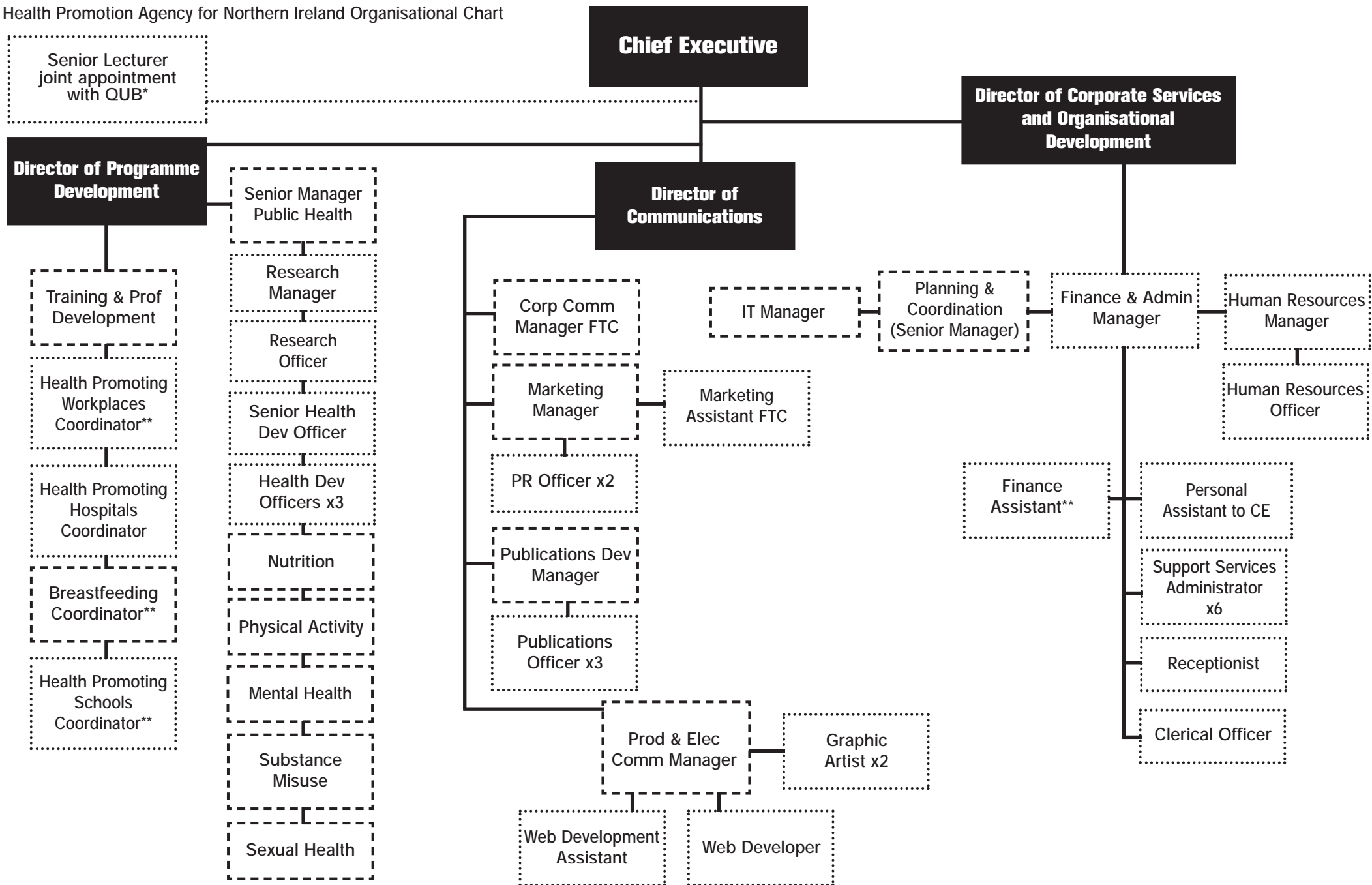
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ANNEX 3

Health Promotion Agency for Northern Ireland Organisational Chart



■ Senior Management Team

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** Fixed Term Contract/secondment

NB: 2 staff on career breaks