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## THE NHS QUALITY IMPROVEMENT SCOTLAND PUBLICATION SCHEME

Produced as required by the  
Freedom of Information (Scotland) Act 2002  
V. 4 – as approved by OSIC  
< [see note](#) >

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Wherever you see underlined text bookended with the < and > symbols, you can press on the control key (Ctrl) and at the same time click on this text and jump to a place within the document. For example: < [go to foot of this page](#) >

Wherever you see underlined text without the < and > symbols, clicking on the text will take you to an external web page. To return to this document you should click on your web browsers 'back-one-step' symbol ◀

We can also provide this publication scheme:

- by email
- in large print
- on audio tape or CD
- in Braille, and
- in community languages.

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## **Section 1: Introduction to the publication scheme**

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. 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. We are committed to openness and transparency in the provision of information to the public. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information (< Section 6 >).

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the Environmental Information (Scotland) Regulations. For further information on accessing information not covered by this scheme, refer to < Section 11 – How to access information not available under the scheme >.

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## **Section 2: About NHS Quality Improvement Scotland**

This is the publication scheme for NHS Quality Improvement Scotland (NHS QIS).

NHS QIS was established in 2003 and leads the use of knowledge to promote improvement in the quality of healthcare for the people of Scotland. It performs three key functions:

- providing advice and guidance on effective clinical practice including setting standards
- driving and supporting implementation of improvements in quality
- assessing the performance of the NHS, reporting and publishing the findings

In addition, NHS QIS also has central responsibility for patient safety and clinical governance across NHSScotland.

The Scottish Intercollegiate Guidelines Network (SIGN) is part of NHS QIS and produces guidelines on clinical practice.

NHS QIS websites:

[www.icptoolkit.org](http://www.icptoolkit.org)

[www.nhshealthquality.org](http://www.nhshealthquality.org)

[www.patientsafetyalliance.scot.nhs.uk](http://www.patientsafetyalliance.scot.nhs.uk) [joint with the Scottish Government]

[www.piramhids.com](http://www.piramhids.com)

[www.sign.ac.uk](http://www.sign.ac.uk)

[www.tissueviabilityonline.com](http://www.tissueviabilityonline.com)

### **The Scottish Health Council**

NHS QIS is the legal 'umbrella' organisation for the Scottish Health Council. The Scottish Health Council was established in 2006, and monitors NHS boards to make sure they are involving patients and the public in decisions about services, and taking account of their views.

The Scottish Health Council is covered by the NHS QIS publication scheme. Scottish Health Council outputs which are routinely made available are integrated within < [Section 12 – Classes of Information](#) >.

Various NHS QIS corporate services such as human resources are shared by the Scottish Health Council. As a result, for some classes of information such as human resource policies you will not find a separate Scottish Health Council reference in Section 12.

Scottish Health Council websites:

[www.scottishhealthcouncil.org](http://www.scottishhealthcouncil.org)

[www.evolvingpractice.co.uk](http://www.evolvingpractice.co.uk)

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### **Section 3:        Preparing the publication scheme**

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

In preparing this publication scheme NHS Quality Improvement Scotland has:

- reviewed its routine outputs
- looked at the most popular areas of our websites as identified by the number of visits and downloads (in process)
- looked at enquiries received from the public (in process)

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## **Section 4: Accessing information under the scheme**

Information available under our publication scheme will normally be available through the routes described below. < [Section 12 – Classes of Information](#) > provides more details on the information available under the scheme, along with additional guidance on how the information falling within each class may be accessed.

### **Online:**

Most information listed in our publication scheme is available to download from our websites. In many cases a link within < [Section 12 – Classes of Information](#) > will direct you to the relevant web page or document. Where no such link is present, you can use our NHS QIS website's '[Search](#)' and '[Publications QuickFind](#)' facilities, or the equivalents in the [SIGN website](#) and the [Scottish Health Council website](#). If you are still having trouble finding any document listed under our scheme, then please call:

Patrick Maitland-Cullen on telephone 0131 623 4605 or textphone 0131 623 4383 for NHS QIS information.

Richard McCrea on telephone 0141 225 5556 or textphone 0141 241 6316 for Scottish Health Council information.

For information on the NHS QIS and Scottish Health Council relationship please see < [Section 2](#) >.

### **By email:**

If the information you seek is listed in our publication scheme but is not published on our websites, 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.

### **By phone:**

Information can also be requested from us over the telephone. Please call:

Patrick Maitland-Cullen on telephone 0131 623 4605 or textphone 0131 623 4383 for NHS QIS information.

Richard McCrea on telephone 0141 225 5556 or textphone 0141 241 6316 for Scottish Health Council information.

**By post:**

All information under the scheme will normally be available in paper copy form.  
Please address your request to:

Patrick Maitland-Cullen  
Health Information Scientist  
NHS Quality Improvement Scotland  
Elliott House  
8-10 Hillside Crescent  
Edinburgh EH7 5EA

Telephone: 0131 623 4300

Textphone: 0131 623 4383

Email: [patrick.maitland-cullen@nhs.net](mailto:patrick.maitland-cullen@nhs.net)

OR email: [comments.gis@nhs.net](mailto:comments.gis@nhs.net)

Fax: 0131 623 4299

OR – for Scottish Health Council information only:

Richard McCrea  
Information Officer  
Scottish Health Council  
National Office  
Delta House  
50 West Nile Street  
Glasgow G1 2NP

Telephone: 0141 225 5556

Textphone: 0141 241 6316

Email: [foi@scottishhealthcouncil.org](mailto:foi@scottishhealthcouncil.org)

Fax: 0141 221 2529

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 6: 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:**

In limited cases, you may be required to make an appointment to view the information. In such cases, this will be set out within < [Section 12 – Classes of Information](#) >, and contact details will be provided within the relevant class. You may also have a preference to view information at our offices. In all cases you may bring a translator/interpreter and/or carer with you. The agreed venue will be fully accessible.

**Advice and assistance:**

If you have any difficulty identifying the information you want to access, then we are happy to help. Each request is treated individually, and we will always seek to make reasonable adjustments so that the information we provide is accessible to the enquirer. Please contact:

Patrick Maitland-Cullen on telephone 0131 623 4605 or textphone 0131 623 4383 for all NHS QIS information.

Richard McCrea on telephone 0141 225 5556 or textphone 0141 241 6316 for Scottish Health Council information.

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## **Section 5: Information that we may withhold**

All information covered by our publication scheme can either be accessed through our websites (NHS QIS/SIGN, or Scottish Health Council), or will be provided promptly following our receipt of your request.

Our aim in maintaining this publication scheme 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 12 – classes of Information](#) >. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) 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 the data protection legislation. The Scottish Information Commissioner provides useful [briefings](#) for public authorities on these issues – which may be of interest to you.

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 may, 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 10 – complaints](#) >.

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## **Section 6: Our charging policy**

All information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc – typically we do not apply these charges. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

### **Reproduction costs:**

Where charges are applied, photocopied information will be charged at a standard rate of 10 pence per A4 side of paper (black and white copy) and 30 pence per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 for each CD-ROM.

### **Postage cost:**

Where charges are applied, we will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

Please see < [Section 11](#) > for information on charges for information which is not available under the scheme:

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## Section 7: Our copyright policy

NHS Quality Improvement Scotland (and the Scottish Health Council) holds the copyright for the vast majority of information in this publication scheme. You can copy or reproduce the information in our documents for:

- use within NHSScotland
- educational purposes
- for personal use

You must not make a profit using information in our documents. Commercial organisations must get our written permission before reproduction. In addition, our documents should be:

- copied or reproduced accurately
- not used in a misleading context
- acknowledged

The publication scheme may, however, contain information where the copyright holder is not NHS Quality Improvement Scotland (or the Scottish Health Council). In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, 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. Wherever possible, this scheme will indicate where we do not own the copyright on documents within < [Section 12 – classes of Information](#) >.

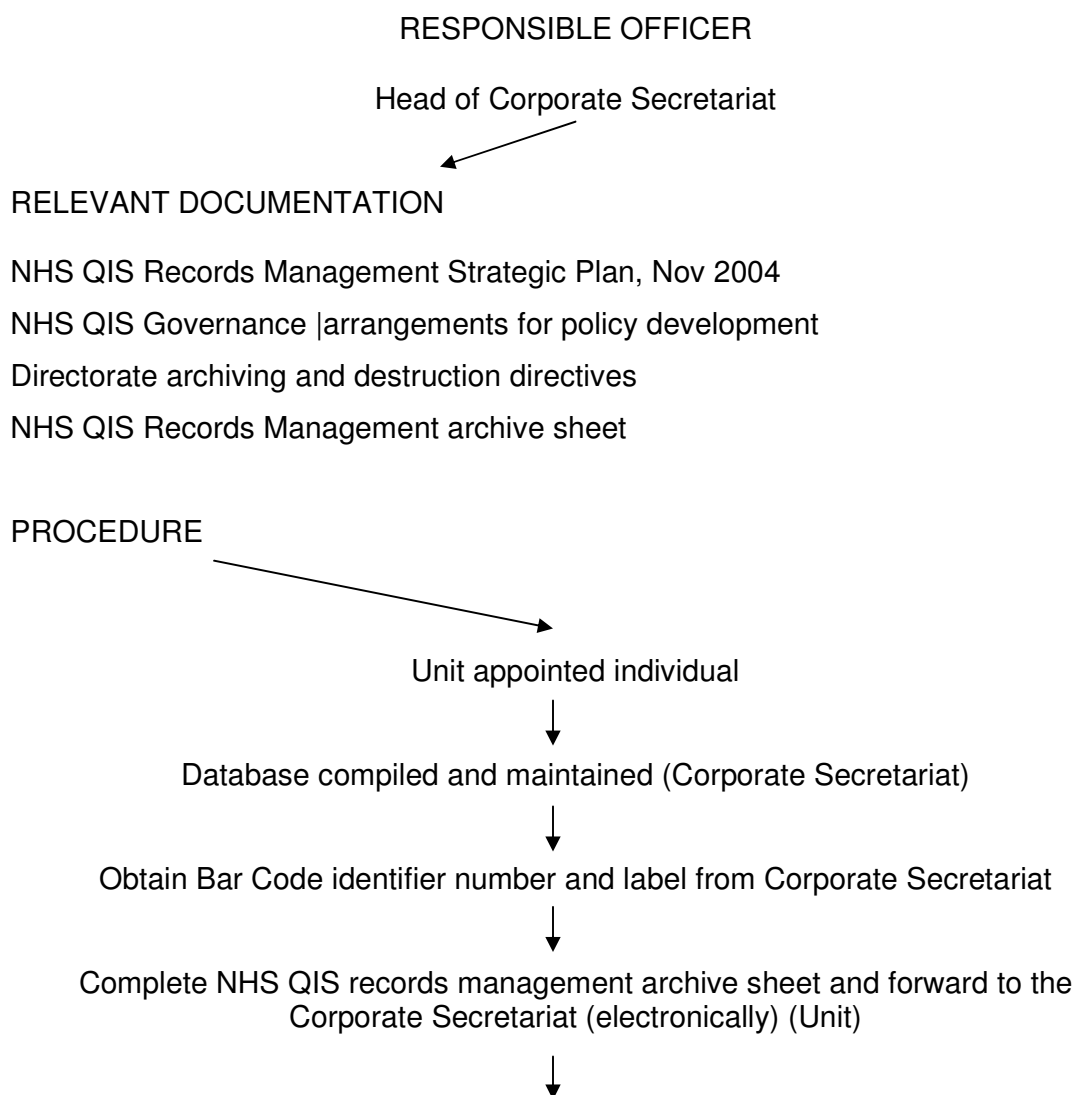
Information about Crown copyright material is available on the website of the Queens Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

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## Section 8: Our records management and disposal policy

The NHS QIS Records Management Strategic Plan (Nov 2004) was commissioned to address two significant issues: the need for NHS QIS to be well positioned to meet the requirements of the Freedom of Information (Scotland) Act 2002 and the pressure on storage space within the existing office premises in Edinburgh and Glasgow. The definition of records includes personnel records, invoices, payment records, books of account, memos, reports, letters, minutes and working papers for meetings and other written or electronic items which are created or received and retained within the organisation. As routinely available information the plan is covered by this publication scheme.

The procedure for archiving and disposal of NHS QIS records is set out below:



Attach a copy of the NHS QIS records management archive sheet to the relevant archive box and the relevant bar code identifier label (Unit)



Archive boxes collected by contractor (coordinated by Corporate Secretariat)



Archived records reviewed as required (Unit)



Electronic notification of action on review sent to Corporate Secretariat (Unit)



Contractor advised accordingly (Corporate Secretariat)



Database records updated (Corporate Secretariat)

The full records management and disposal policy is available on the [NHS QIS website](#).

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## Section 9: Feedback

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:

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

Please send any comments or suggestions to

Patrick Maitland-Cullen  
Health Information Scientist  
NHS Quality Improvement Scotland  
Elliott House  
8-10 Hillside Crescent  
Edinburgh EH7 5EA

Telephone: 0131 623 4300

Textphone: 0131 623 4383

Email: [patrick.maitland-cullen@nhs.net](mailto:patrick.maitland-cullen@nhs.net)

OR email: [comments.gis@nhs.net](mailto:comments.gis@nhs.net)

Fax: 0131 623 4299

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## Section 10: Complaints

Our aim is to make our publication scheme 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 publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Patrick Maitland-Cullen  
Health Information Scientist  
NHS Quality Improvement Scotland  
Elliott House  
8-10 Hillside Crescent  
Edinburgh EH7 5EA

Telephone: 0131 623 4300

Textphone: 0131 623 4383

Email: [patrick.maitland-cullen@nhs.net](mailto:patrick.maitland-cullen@nhs.net)

OR email: [comments.qis@nhs.net](mailto:comments.qis@nhs.net)

Fax: 0131 623 4299

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

You have legal rights to access information under this scheme 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 writing\* 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.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows: (Please see next page)

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

Fife

KY16 9DS

Telephone: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information carry similar rights.

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## **Section 11: How to access information which is not available under this scheme**

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of 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 this scheme, please write to:

Patrick Maitland-Cullen  
Health Information Scientist  
NHS Quality Improvement Scotland  
Elliott House  
8-10 Hillside Crescent  
Edinburgh EH7 5EA

Telephone: 0131 623 4300

Textphone: 0131 623 4383

Email: [patrick.maitland-cullen@nhs.net](mailto:patrick.maitland-cullen@nhs.net)

OR email: [comments.gis@nhs.net](mailto:comments.gis@nhs.net)

Fax: 0131 623 4299

OR – for Scottish Health Council information only:

Richard McCrea  
Information Officer  
Scottish Health Council  
National Office  
Delta House

50 West Nile Street  
Glasgow G1 2NP

Telephone: 0141 225 5556

Textphone: 0141 241 6316

Email: [foi@scottishhealthcouncil.org](mailto:foi@scottishhealthcouncil.org)

Fax: 0141 221 2529

### **Charges for information which is not available under the scheme:**

The charges for information which is available under this scheme are set out under < [Section 6 – Our Charging Policy](#) >. If you submit a request to us for information which is not available under the scheme 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 per cent 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 per cent of the remaining £500.
- we are not obliged to respond to requests which will cost us over £600 to process but should consider giving the applicant the option to pay full cost
- 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:

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 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.

Any charges applied are calculated on the basis of the actual cost to the authority of providing the information.

- photocopying – charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- postage – charged at actual rate for first class mail.
- staff time – 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 always be provided to you without charge.

Where information costs between £100 and £600 to provide you will be asked to pay 10 per cent 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, however, we

will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data:

There are typically no charges levied on requests for your own personal data (please note that we do not hold patient/medical records). Any discretionary charges applied are calculated on the basis of the actual cost to the authority of providing the information:

- photocopying – charged at 10 pence per A4 sheet for black and white copying, 30 pence per A4 sheet for colour copying
- postage – charged at actual rate for first class mail.

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## Section 12      Classes of Information

Please note: all items are available as hard copy. In some cases print copies will run out – we can then either supply a photocopy or an electronic version. All items can also be supplied as electronic documents – in some cases this will mean scanned electronic documents rather than ‘mint’ electronic originals.

The information is grouped into broad classes as follows:

- (a) < NHS Quality Improvement Scotland: who we are >
- (b) < Corporate information/governance >
- (c) < Financial information >
- (d) < The Policy framework for NHS Quality Improvement Scotland (and the Scottish Health Council) >
- (e) < Improvement, change and innovation >
- (f) < Reports of independent assessments and reports or guidelines issued by NHS QIS (and the Scottish Health Council) >
- (g) < Patient focus/public involvement >
- (h) < Policies and procedures >
- (i) < Complaints procedures >
- (j) < Staff governance >
- (k) < Press releases >
- (l) < Public health >
- (m) < Environmental information >

### **Class (a) – NHS Quality Improvement Scotland: who we are**

This class contains detailed information on the structure, organisation and responsibilities of NHS QIS (and the Scottish Health Council).

For example: information on [NHS QIS board members](#) and [NHS QIS senior staff](#); [NHS QIS FAQs](#); [NHS QIS multi-agency collaborative working project](#); [NHS QIS organisation charts and diagrams](#); [NHS QIS staff and units](#), [our work at NHS QIS](#) - outlines, [current projects summaries](#); [NHS QIS work on mental health](#); [SIGN council members](#), [SIGN staff](#), and information on [SIGN's role](#) as part of NHS QIS. Also [Scottish Health Council members list](#), and information on [Scottish Health Council management team](#) and [Scottish Health Council organisation structure](#).

For information on the NHS QIS and Scottish Health Council relationship please see < [Section 2](#) >.

### **Class (b) – Corporate information/governance**

This class contains information on the corporate governance of NHS Quality Improvement Scotland (and Scottish Health Council) and on the overall performance of the NHS QIS board.

For example: the [NHS QIS annual report](#), [SIGN annual report](#); [NHS QIS annual accountability review letter](#) from the Scottish Government. [NHS QIS board members register of interests](#); [NHS QIS minutes of board meetings](#), and [agenda papers](#) submitted to board meetings; also the Scottish Health Council annual report and [corporate plan](#), [Scottish Health Council meeting minutes](#), and [Scottish Health Council steering group minutes](#).

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### **Class (c) - Financial information**

This class contains information on the finances of NHS Quality Improvement Scotland.

For example: annual audited accounts; external auditors' letter (see [NHS QIS annual report 2006-2007](#) page 35); the [NHS QIS financial summary](#).

### **Class (d) - The Policy framework for NHS Quality Improvement Scotland**

This class contains information on NHS QIS policies and on the services provided, the standards/targets to be maintained and key performance indicators and certain information related to the costs of, and investment in, these services. The Scottish Health Council policy framework is included.

For example: Fair for All and NHS QIS; NHS QIS 2008/09 – 2010/11 delivery plan; NHS QIS annual review 2007 - self-assessment; NHS QIS workforce plan 2007/2008; promotional/informational/advisory leaflets/brochures/pamphlets etc on the provision of services.

### **Class (e) - Improvement, change and innovation**

This class contains information on NHS Quality Improvement Scotland plans for changes to and innovations in the delivery of services.

For example: NHS QIS health technology assessment report 10: determining the most clinically and cost-effective way of implementing digital mammography services for breast screening in NHSScotland (March 2008).

### **Class (f) - Reports of independent assessments on NHS Quality Improvement Scotland AND reports or guidelines produced by NHS QIS (and Scottish Health Council)**

This class contains information on reports of independent assessments of NHS QIS (and Scottish Health Council) plus reports on other bodies and guidance produced by NHS QIS (and Scottish Health Council).

For example: Audit Scotland reports; reports by one or more of the Royal Colleges representing the medical profession; NHS QIS annual accountability review letter from the Scottish Government; NHS QIS stakeholder consultation report. NHS QIS findings and advice – covering, across a range of topics: NHS QIS standards; NHS QIS national overviews and local reports; NHS QIS best practice statements; NHS QIS funded audits; NHS QIS health technology assessments; and NICE technology appraisal guidance. Other information available includes: SIGN guidelines and Scottish Health Council geographical board annual self-assessment reports.

### **Class (g) – Patient focus/public involvement**

This class contains information on consultation procedures, timescales and how you can become involved. It also contains consultation documents/publications and details of the public responses to consultation.

For example: public consultation reports and publications, public responses to consultations; NHS QIS patient focus and public involvement framework 2006-2009; NHS QIS public involvement guidance; equality impact assessment (EQIA) summary reports; SIGN consultation processes; and Scottish Health Council local advisory councils information.

### **Class (h) – Policies and procedures**

This class contains information on the policies and procedures of NHS Quality Improvement Scotland (and Scottish Health Council) which are primarily, but not exclusively, focused on the internal service delivery functions of the board.

For example: health and safety policy\*; fire safety policy\*; infection control policy; procurement policy, SIGN guideline development methodology, and sustainability policy\*.

\* Examples of the environmental information held by NHS QIS.

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### **Class (i) – Complaints procedures**

This class contains information on the complaints procedures for NHS Quality Improvement Scotland (and Scottish Health Council).

For example: NHS QIS complaints procedures; Scottish Health Council complaints procedures; ombudsman reports.

### **Class (j) – Staff governance**

This class contains information on the employment policies and procedures of NHS Quality Improvement Scotland (and Scottish Health Council).

For example: gender equality scheme 2007-2010; disability equality scheme 2006/2009; annual staff survey results; equal opportunities; bullying and

harassment; declaration of interests/acceptance of hospitality; absence management.

### **Class (k) – Press releases and updates**

This class contains information on our communications with the press and media.

For example: [ebulletins](#); [NHS QIS press releases and press statements](#); [Scottish Health Council press releases and press statements](#); [SIGN press releases](#).

### **Class (l) – Public health**

This class contains information we have made available on the health of Scotland's population.

For example: [Clinical indicators 2007](#).

### **Class (m) – Environmental information**

Please note that the topic this class of information is designed for is covered in the case of NHS QIS by class (h) policies and procedures. Please see class (h).

You may be interested in the environmental information regulations [guidance](#) to public authorities on the Scottish Information Commissioner's website.

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**Appendix A      Abbreviations**

CD-ROM	Compact Disc – Read Only Memory
DPA	Data Protection Act
EIR	Environmental Information Regulations
FOISA	Freedom of Informations (Scotland) Act
NHS QIS	NHS Quality Improvement Scotland
SHC	The Scottish Health Council
SIGN	The Scottish Intercollegiate Guidelines Network

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**Note: publication scheme and equality and diversity impact assessment:**

NHS Quality Improvement Scotland is committed to equality and diversity. We are assessing this publication scheme for likely impact on the six equality groups defined by age, disability, gender, race, religion/belief and sexual orientation. Until completion of this assessment and internal sign-off it remains a final draft approved by OSIC. For a summary of the completed equality and diversity impact assessment, please see our website ([www.nhshealthquality.org](http://www.nhshealthquality.org)). The full report in electronic or paper form will be available on request from the NHS QIS Equality and Diversity Officer.

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