

# NHS Western Isles – Guide to Information and Publication Scheme 2022



## Guide to Information available through The Model Publication Scheme

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## Section 1

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme. Authorities are under a legal obligation to:

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

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

You can see this scheme on our website at NHS Western Isles Publication Scheme. It is also available on the Scottish Information Commissioner's website at [The Model Publication Scheme](#).

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

Freedom of Information  
NHS Western Isles  
37 South Beach  
Stornoway  
HS1 2BB

Tel: 01851 708040

Email: [wi.foi-requests@nhs.scot](mailto:wi.foi-requests@nhs.scot)

### 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 Western Isles 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 Western Isles

NHS Scotland is made up of 14 regional NHS Boards, seven special NHS Boards and one public health body. Each NHS Board is accountable to the Scottish Ministers. Regional NHS Boards are responsible for the protection and the improvement of their population's health and for the delivery of frontline healthcare services. Special NHS Boards support the regional NHS Boards by providing a range of important specialist and national services.

## Our Mission and Values

As a Health Board, our mission statement is to be ‘the best at what we do’ and our overall purpose is: ‘to protect, promote and improve the health and wellbeing of the Western Isles population and to ensure the reliability and delivery of sustainable and safe healthcare and services’.

**NHS Western Isles** is responsible providing a comprehensive range of high quality health services in both hospital and community facilities. We also have a duty to protect public health throughout the Western Isles area. [Who are we and what do we do?](#)

Health Boards also work with independent primary care contractors - NHS doctors, dentists, pharmacists and opticians - who are contracted by the Board to provide primary health care services to the local population. Primary care contractors are subject to FOISA in relation to their NHS work but are not covered by this Scheme as they have their own practice-based schemes.

If you would like to find out more in general about NHS Western Isles, visit [NHS Western Isles web site](#).

## 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:

Information Governance Manager  
NHS Western Isles  
37 South Beach  
Stornoway  
HS1 2BB

Tel: 01851 708037  
or email us at [wi.infogov-wihb@nhs.scot](mailto:wi.infogov-wihb@nhs.scot)

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.

#### **By phone:**

All information in the guide will be available in hard copy form for example, paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme. 01851 708037.

#### **By post:**

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

Information Governance Manager  
NHS Western Isles  
37 South Beach  
Stornoway  
HS1 2BB

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, 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 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.

#### **Exempt information**

We will publish all the information we hold that falls within the classes of information in the Model Publication Scheme. We publish this information in Section 10 of this guide. If a document contains information that is exempt under Scotland's freedom of information laws (for example personal information or commercial interests), we will remove or redact (black out) the information before publication and explain why.

#### **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.

## 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. 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:

Size of paper/alternative format	Black and White (Pence per sheet)	Colour (Pence per sheet)
A4	10p	20p
A3	20p	40p
CD Rom/USB charged at £1.00 per item		

**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: Copyright

NHS Western Isles 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 make a request to the Information Governance Manager, e-mail: [wi.foi-requests@nhs.scot](mailto:wi.foi-requests@nhs.scot) to re-use the information.

Your request will be considered under the **Re-use of Public Sector Information Regulations 2005** 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 visit [www.oqps.gov.uk](http://www.oqps.gov.uk). If you require more information on the re-use of information go to <http://www.scotland.gov.uk/Topics/Government/queensprinterforScotland>. In the event that a charge is payable you will be advised what this is and how it is calculated contact the Information Governance Manager, e-mail - [wi.foi-requests@nhs.scot](mailto:wi.foi-requests@nhs.scot)

The Publication Scheme may contain information where the copyright holder is not NHS Western Isles. 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. This includes, for example, Ordnance Survey Maps which are Crown Copyright

**Section 7: Records Management Policy**

NHS Western Isles 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 Western Isles Records Management Policy can be found in “Section 10 Classes of Information, Class 5”.

**Section 8: Contact details for enquiries, feedback and complaints**

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 within 3 working days of receipt 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 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:



The Scottish Information Commissioner operates an enquiry service operates on Monday to Friday from 9:00am to 5:00pm.

Her office can be contacted as follows:

**Scottish Information Commissioner**

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Tel: 01334 464610

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

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

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

Information Governance Manager  
NHS Western Isles  
37 South Beach  
Stornoway  
HS1 2BB

Tel : 01851 708040

or email us at [wi.infogov-wihb@nhs.scot](mailto:wi.infogov-wihb@nhs.scot)

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

If the information you are seeking is not available through the Model Publication Scheme (as described in this Guide) then you may wish to 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 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 the Model Publication Scheme (and described in this Guide), please write to:

Information Governance Manager  
NHS Western Isles  
37 South Beach  
Stornoway  
HS1 2BB

Tel: 01851708040

or email us at [wi.infogov-wihb@nhs.scot](mailto:wi.infogov-wihb@nhs.scot)

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

The charges for information which is available under NHS Western Isles 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 Western Isles 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 Signed For.

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

#### **Charge for request for your own personal data**

As from May 2018 there is no charge for subject access requests under the Data Protection Act.

[NHS Inform](#) has produced a number of publications that give details of your rights in relation to NHS healthcare.

## 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 WESTERN ISLES has detailed all known information that is currently available for viewing through our public website: [www.wihb.scot.nhs.uk](http://www.wihb.scot.nhs.uk)

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 Western Isles <a href="http://www.wihb.scot.nhs.uk">www.wihb.scot.nhs.uk</a>	11
2	How we deliver our functions and services	13
3	How we take decisions and what we have decided	13
4	What we spend and how we spend it	14
5	How we manage our human, physical and information resources	15
6	How we procure goods and services from external providers	20
7	How we are performing	20
8	Our commercial publications	21

In cases where information has not been listed below, please contact the Freedom of Information officer 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

## CLASS 1: ABOUT NHS WESTERN ISLES

**Class description:** Information about NHS WESTERN ISLES, 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
<b>About Us</b>		
Organisation's Purpose, Mission Statement Vision & Values	Our purpose, vision & values / mission statement describes why we are here? Where we are going & how do we deliver.	<a href="http://www.wihb.scot.nhs.uk/about-us/publications">http://www.wihb.scot.nhs.uk/about-us/publications</a>
Contact Details	Contact details of all our venues and of our head/principal offices.	<a href="http://www.wihb.scot.nhs.uk/contact-us">http://www.wihb.scot.nhs.uk/contact-us</a>
Organisational Chart	Details the organisational structure of NHS Western Isles.	<a href="http://www.wihb.scot.nhs.uk/about-us/organisational-charts">http://www.wihb.scot.nhs.uk/about-us/organisational-charts</a>
Our Board	Details who our Board Members and Executive Directors are and what they do, plus names of Board Members.	<a href="https://www.wihb.scot.nhs.uk/about-us/meet-the-board/roles-and-responsibilities/">https://www.wihb.scot.nhs.uk/about-us/meet-the-board/roles-and-responsibilities/</a>
Board Members Declaration of Interest	Board Members declarations of interest and their register of gifts and hospitality.	<a href="https://www.wihb.scot.nhs.uk/about-us/publications/">https://www.wihb.scot.nhs.uk/about-us/publications/</a>
Board Meeting Dates	Schedule of forthcoming Board meeting dates.	<a href="http://www.wihb.scot.nhs.uk/about-us/meet-the-board/board-calendar">http://www.wihb.scot.nhs.uk/about-us/meet-the-board/board-calendar</a>
Company Governance	Details of NHS Western Isles corporate governance e.g. governance policy, risk register, codes of conduct and other governance information. This information can be found in the links shown to the right.	<a href="http://www.wihb.scot.nhs.uk/about-us/publications">http://www.wihb.scot.nhs.uk/about-us/publications</a>

Western Isles Health Board Media	News about NHS Western Isles e.g. news releases, newsletters, social media, publications.	<a href="http://www.wihb.scot.nhs.uk/about-us/news-media-enquiries">http://www.wihb.scot.nhs.uk/about-us/news-media-enquiries</a> <a href="http://www.wihb.scot.nhs.uk/about-us/news">http://www.wihb.scot.nhs.uk/about-us/news</a>
How to complain or make a comment	How to complain or make a comment about our services.	<a href="http://www.wihb.scot.nhs.uk/comments-and-suggestions">http://www.wihb.scot.nhs.uk/comments-and-suggestions</a>  Contact the Complaints Handling Department: <a href="mailto:wi.nhswicomplaints@nhs.scot">wi.nhswicomplaints@nhs.scot</a> or 01851 704704 ext 3157
How to make a Freedom of Information request	How to request information, contacts details for FOI section/unit.	<a href="http://www.wihb.scot.nhs.uk/freedom-of-information">http://www.wihb.scot.nhs.uk/freedom-of-information</a>  For a copy of the latest FOI policy contact the Information Governance Manager 01851 708037
Information Governance Policy	Policy document covering data protection, Freedom of Information and patient confidentiality including details how personal information about employees and customers will be kept and processed by NHS Western Isles. It follows the principles of the Data Protection Act and subsequent Codes as published by the UK Information Commissioner	For a copy of the latest IG policy contact the Information Governance Manager 01851 708037
How to make a request for personal information	How to apply your rights under the Data Protection Act 2018 & request personal information held by NHS Western Isles about you.	Contact the Information Governance Manager on 01851 708037 or email <a href="mailto:wi.infogov-wihb@nhs.scot">wi.infogov-wihb@nhs.scot</a>  <a href="https://www.wihb.scot.nhs.uk/about-us/accessing-health-records/">https://www.wihb.scot.nhs.uk/about-us/accessing-health-records/</a>  <a href="#">NHS-WI-Access-to-Health-Records-Living.pdf (scot.nhs.uk)</a> <a href="#">NHS-WI-Access-to-Health-Records-Deceased.pdf (scot.nhs.uk)</a>

Model Publication Scheme	NHS Western Isles has adopted the Scottish Information Commissioner's Model Publication Scheme.	<a href="http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx">http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx</a>
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## 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 Plan	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.	Corporate Plan: Contact the Business Manager 01851 708044  Workforce Plan: Contact the Business Manager 01851 708044 or the HR Director on 01851 708023
Our Services	NHS Western Isles, which is part of NHS Scotland, provides a complete and comprehensive range of healthcare services to the population of the Western Isles. Our aim is to be the 'best at what we do' and to deliver high quality person-centred services.	<a href="http://www.wihb.scot.nhs.uk/our-services">http://www.wihb.scot.nhs.uk/our-services</a>
Our Staff	NHS Western Isles employs more than 1,000 members of staff who work in healthcare premises across the Western Isles. Examples of some of the staff that you may have direct contact with.	<a href="http://www.wihb.scot.nhs.uk/our-staff">http://www.wihb.scot.nhs.uk/our-staff</a>
Jobs at NHS Western Isles	Our current vacancies.	<a href="https://apply.jobs.scot.nhs.uk/">https://apply.jobs.scot.nhs.uk/</a>

## 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	The agendas for our Board/Committee Meetings by month.	<a href="http://www.wihb.scot.nhs.uk/about-us/meet-the-board/board-papers">http://www.wihb.scot.nhs.uk/about-us/meet-the-board/board-papers</a>
Approved Board/Committee Minutes	The approved minutes from our Board/Committee Meetings by month. The approved minutes will be published as soon as they have received approval. You can request copies of minutes, prior to their approval, from us under the Act.	<a href="http://www.wihb.scot.nhs.uk/about-us/meet-the-board/board-papers">http://www.wihb.scot.nhs.uk/about-us/meet-the-board/board-papers</a>
Reports of Regulatory Inspections	Reports of regulatory inspections, audits and investigations carried out by the authority.	<a href="https://www.audit-scotland.gov.uk/publications/nhs-western-isles-annual-audit-202021">https://www.audit-scotland.gov.uk/publications/nhs-western-isles-annual-audit-202021</a>
Local Drug Formulary	Adopted from NHS Highland.	<a href="https://www.nhshighland.scot.nhs.uk/publications/pages/highlandformulary4e.aspx">https://www.nhshighland.scot.nhs.uk/publications/pages/highlandformulary4e.aspx</a>
Scottish Medicines & its Decisions	Scottish Medicines & Its Decisions.	<a href="http://www.scottishmedicines.org.uk">www.scottishmedicines.org.uk</a>
<b>CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT</b>		
<b>Class description:</b> 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	Annual report and audited financial statements.	<a href="https://www.wihb.scot.nhs.uk/wp-content/uploads/2022/08/Annual-Accounts-for-the-year-ended-31st-March-2021.pdf">https://www.wihb.scot.nhs.uk/wp-content/uploads/2022/08/Annual-Accounts-for-the-year-ended-31st-March-2021.pdf</a>
Expenses Policy & Procedures	The travel & Subsistence policy has details of claiming expenses.	 Travel & Subsistence Policy.pdf
Business Code of Conduct	The NHS Western Isles Business Code of Conduct is included in the Code of Corporate Governance.	<a href="#">Publication Docs 2020\Travel &amp; Subsistence Policy.pdf</a>


	Declaration of Interest registers can also be found as part of the meet the board webpage.	<a href="#">Code-of-Corporate-Governance-Aug-2022-Version-11.pdf (scot.nhs.uk)</a>
Pay & Grading Structure	Pay & grading structure for NHS Western Isles staff. As per Agenda for Change, pay and grading structures are set out as detailed in the link provided. This pay structure is therefore applicable NHS-wide.	<a href="#">SE Health Department NHS, MEL (scot.nhs.uk)</a>
<b>CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>		
<b>Class description:</b> Information about how we manage the human, physical and information resources of the authority.		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Policies and Procedures	Access to all current NHS Western Isles policies and Declaration of Interest	Contact Business Manager on 01851 708044
Human Resources – Current Policies	Access to all current NHS Western Isles HR Policies are in PDF format.	Contact HR Department on 01851 704704
Alcohol Drugs & Substance Abuse Policy	Outlines support provided to staff if they have issues with alcohol, drug and substance abuse.	 <a href="#">Drug and Alcohol Policy.pdf (Command Line)</a>
Attendance Management Policy	Explains the procedures and guidelines to assist managers and employees during absence from work due to illness.	 <a href="#">nhs-scotland-workforce-attendance-policy.pdf</a>
Career Break Policy	Outlines the policy for employees to take a break from paid employment, which could be to deal with personal responsibilities or for other personal reasons.	 <a href="#">4. Career Break Policy - Approved APF 06.07.18.pdf</a>









CCTV Code of Practice and Procedures	Details NHS Western Isles policy and procedures for the monitoring, recording, holding and processing of images of identifiable individuals constitutes personal data as defined by the Data Protection Act 2018 (DPA).	 CCTV Policy - Approved 15.08.13.pdf
Disciplinary Policy	Outlines the Disciplinary procedures to help and encourage all employees to improve, achieve and maintain required standards of conduct whilst ensuring that all employees are treated fairly, consistently, and without discrimination.	 <a href="#">nhs-scotland-workforce-conduct-policy.pdf</a>
Equal Opportunities Policy	Policy aims to prevent all forms of discrimination in the provision of services and employment of people, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, ethnic origin, political belief, trade union activity, responsibility for dependants, employment status, age, culture or language.	 <a href="#">Equality &amp; Human Rights Policy May 2017.pdf (Command Line)</a>
Flexible Working	This policy explains the different types of working arrangements that are in place in NHS Western Isles and sets out the framework to use for requests to work flexibly.	 <a href="#">1. Flexible Working Policy - Approved APF 06.07.18.pdf</a>
ICT and IT Security Policies	These policies ensure that employees of NHS Western Isles understand the way in which Information Security handled by staff.	For further information contact the IT Manager on 01851 704704
Job Evaluation Policy	The purpose of our Job Evaluation policy is to explain the process of job evaluation.	 <a href="#">Once For Scotland - Job Evaluation Policy.pdf (Command Line)</a>



Managing Smoking Policy	This policy ensures that NHS Western Isles complies with “The Smoking, Health and Social Care (Scotland) Act 2005” and “The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006	 Smoking Policy Final (approved by Board Nov 12).pdf
NHS Mail Acceptable Use Policy	This policy clarifies the responsibilities of employees and NHS Western Isles in managing the use of NHS Western Isles mobile devices.	Please contact the Information Governance Manager/DPO on 01851 708037
Parental Leave Policy	This policy outlines the entitlements of employees in relation to maternity, adoption and paternity leave and pay. It also details the rights of employees with children to take parental leave and to request flexible working patterns.	 12. Parental Leave Policy - Approved APF 06.07.18.pdf
Pension Regulations Policy	NHS Western Isles currently does not hold information specifically relating to the regulations of pensions, however further information can be found on the SPPA website or additionally by submitting a FOI request.	<a href="https://pensions.gov.scot/">https://pensions.gov.scot/</a>
Recruitment & Selection Policy	The aims of the policy are to promote equality of employment opportunities and the elimination of discrimination in employment.	 Recruitment and Selection Policy - January 2022.pdf (Command Line)
Redundancy Policy	Outlines the process of dismissal of employees through redundancy.	For details of redundancy procedures please contact the Human Resources Department 01851 704704
Resolution of Difference Policy	Outlines the procedures for resolving a difference between staff.	For information please contact the Human Resources Department 01851 704704
Retirement Policy	Explains policy on retirement.	 7. Retirement Policy - Approved APF 06.07.18.pdf

Special Leave of Absence Policy	Outlines how NHS Western Isles supports reasonable requests for time off to deal with unexpected situations that arise and may necessitate short periods of leave that can be accommodated within the needs of the service.	 <a href="#">8. Special Leave Policy - Approved APF 06.07.18.pdf</a>
Stress Policy	This policy explains the action NHS Western Isles are taking, as an employer, with regard to stress related problems in the workplace.	 <a href="#">Stress Policy.pdf</a>
Threats or Violence Policy	This policy covers the threat of, or actual, violence towards employees by other employees and people visiting venues such as contractors and customers.	Contact the Health & Safety and Fire Lead on 01851 704704
Time Off for Union Duties & Activities	Details guidelines on the granting of time off for trade union duties and activities, and on the provision of facilities to assist officials in the exercise of their functions.	 <a href="#">Facilities Policy Updated Nov 17.pdf</a>
Training & Development Policy	Details how NHS Western Isles aims to develop and improve the competency and efficiency of all staff both as members of teams and as individuals to enable the maximum delivery of service to our customers.	 <a href="#">NHSWI Learning Strategy 2016- 2020 V1 Approved June 2016.pdf</a>
Transfer Policy	Details how employees of NHS Western Isles can apply to transfer to work at another venue in the same type of post.	For information please contact the Human Resources Department 01851 704704
Travel & Expenses Policy	Details how NHS Western Isles will reimburse reasonable expenses incurred by employees while on authorised business.	 <a href="#">Travel &amp; Subsistence Policy (1).pdf</a>
Volunteering Policy	Details NHS Western Isles on engaging volunteers and how to become a volunteer.	<a href="http://www.wihb.scot.nhs.uk/volunteering">http://www.wihb.scot.nhs.uk/volunteering</a>

Whistleblowing Policy	Provides guidance to employees on the action to take in disclosing a serious wrongdoing such as fraud or dangerous practices at NHS Western Isles.	 NHSWI WhistleBlowing Standards Staff Guidance August 2022.pdf (Command Line)
<b>Information Resources</b>		
Records Management Policy	Outlines our policy on records management.	For further information contact the IG Manager on 01851 708037
Retention Schedule	Details what documents we keep for how long and by whom.	<a href="https://www.informationgovernance.scot.nhs.uk/wp-content/uploads/2020/06/SG-HSC-Scotland-Records-Management-Code-of-Practice-2020-v20200602.pdf">https://www.informationgovernance.scot.nhs.uk/wp-content/uploads/2020/06/SG-HSC-Scotland-Records-Management-Code-of-Practice-2020-v20200602.pdf</a>
FOI Procedures	Procedures & Guidance for Staff.	For further information contact the IG Manager on 01851 708037
ICT strategy/policy	Details of our policy for managing ICT.	Contact Head of IT 01851 704704
<b>Health &amp; Safety</b>		
Health & Safety Policy and procedures	Health and safety policies and procedures for NHS Western Isles.	Contact Health & Safety and Fire Lead on 01851 704704 <a href="mailto:aaron.dawson@nhs.scot">aaron.dawson@nhs.scot</a>
Risk Assessments	Details of risk assessment carried out for NHS Western Isles venues.	Contact Risk Manager on 01870 603425/01851 708064 <a href="mailto:ellena.macdonald@nhs.scot">ellena.macdonald@nhs.scot</a>
Emergency Action Plans	NHS Western Isles does not publish any information under this class	Contact Emergency Planning Officer on 01851 708040
<b>Physical Resources</b>		
Land and property holdings	Description of NHS Western Isles land and property holdings.	For any additional information please contact the FOI Officer via <a href="http://www.wihb.scot.nhs.uk/freedom-of-information">http://www.wihb.scot.nhs.uk/freedom-of-information</a>
Environmental Reports	Details of reports on environmental issues e.g. sustainability, energy usage, carbon footprint etc.	For any additional information please contact the FOI Officer via <a href="http://www.wihb.scot.nhs.uk/freedom-of-information">http://www.wihb.scot.nhs.uk/freedom-of-information</a>
<b>Facility Maintenance &amp; Asset Management</b>		

Estates Policies	All policies relating to estates issues.	 Med Gas Policy.pdf (Command Line)   Water safety Policy 2013 NHS W EQIA Updated 30.08.2013.pdf (Command Line)   WI - Control of contractors.Policy.pdf (Command Line)   WI - Electrical safety.pdf (Command Line)   WI - rv1 2013Confined Space policy.pdf (Command Line)   WorksEstates Operational PolicyVersion2.pdf (Command Line) For additional information on anything relating to Estates matters please contact the Estates Manager on 01851 704704
Asbestos Policy Management Plan	NHS Western Isles policy and procedures for managing asbestos; details an effective organisational means for controlling the risk to health from asbestos within properties owned by NHS Western Isles.	 WI 2013 Asbestos Policy[1].pdf (Command Line)   WI COSHH policy 2013.pdf (Command Line)
<b>Employee Relations</b>		
Staff Governance Standard	Details partnership working	<a href="https://www.staffgovernance.scot.nhs.uk/what-is-staff-governance/staff-governance-standard/">https://www.staffgovernance.scot.nhs.uk/what-is-staff-governance/staff-governance-standard/</a>
Area Partnership Forum	Approved minutes from Area Partnership Forum meetings	For further information please contact Employee Director on 01851 704704 or <a href="mailto:wi.employeedirector@nhs.scot">wi.employeedirector@nhs.scot</a>
<b>CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>		

<b>Class description:</b> Information about how we procure goods and services, and our contracts with external providers.		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Procurement Policies & Procedures	NHS Western Isles Procurement Strategy & Handbook and the Procurement Purchasing and Supply Policy.	<a href="http://wihbwebhtml.wi.scot.nhs.uk/ProcurementDept/Resources/NHSWI%20Procurement%20Handbook%20%20Strategy%20-%202016%20V1.3.pdf">http://wihbwebhtml.wi.scot.nhs.uk/ProcurementDept/Resources/NHSWI%20Procurement%20Handbook%20%20Strategy%20-%202016%20V1.3.pdf</a>  <a href="http://wihbwebhtml.wi.scot.nhs.uk/ProcurementDept/Resources/NHS%20WI%20Purchasing%20&amp;%20Supply%20Policy%202014.pdf">http://wihbwebhtml.wi.scot.nhs.uk/ProcurementDept/Resources/NHS%20WI%20Purchasing%20&amp;%20Supply%20Policy%202014.pdf</a>
Contracts	Details of NHS Western Isles let contracts which have gone through formal tendering, including contractor and value.	<a href="https://www.wihb.scot.nhs.uk/publications">https://www.wihb.scot.nhs.uk/publications</a>  Please note that selecting the contract register in the publications list will download an excel document.
<b>CLASS 7: HOW WE ARE PERFORMING</b>		
<b>Class description:</b> Information about how we perform as an organisation, and how well we deliver our functions and services.		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
Key Performance Indicators	Information on NHS Western Isles key performance	<a href="https://www.wihb.scot.nhs.uk/about-us/publications/">https://www.wihb.scot.nhs.uk/about-us/publications/</a>  <a href="https://www.nhsperforms.scot/hospital-data?hospitalid=49">https://www.nhsperforms.scot/hospital-data?hospitalid=49</a>  <a href="http://www.isdscotland.org/Health-Topics/Waiting-Times/">http://www.isdscotland.org/Health-Topics/Waiting-Times/</a>
Audits & Inspections	Reports from audits and inspections.	<a href="https://www.audit-scotland.gov.uk/publications/nhs-western-isles-annual-audit-202021">https://www.audit-scotland.gov.uk/publications/nhs-western-isles-annual-audit-202021</a>
Annual Performance Report	Annual report and audited financial statements.	<a href="https://www.wihb.scot.nhs.uk/about-us/publications/">https://www.wihb.scot.nhs.uk/about-us/publications/</a>

Health & Safety Audits	Details the Health & Safety Audits of our venues.	<a href="mailto:aaron.dawson@nhs.scot">Contact Health &amp; Safety and Fire Lead on 01851 704704 aaron.dawson@nhs.scot</a>
<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>		
<b>Class description:</b> 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		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
<b>NHS Western Isles does not hold or publish any information under this class</b>		
<b>CLASS 9: Open Data</b>		
<b>Class description:</b> The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence		
<b>The information we publish under this class includes:</b>	<b>Description</b>	<b>How to access it/details of any charges</b>
<b>NHS Western Isles does not hold or publish any information under this class</b>		