

Freedom of information publication scheme

A. Who we are and what we do

1. How we fit into the NHS structure

Information	Format	Charge
What we do	Online www.moorfields.nhs.uk/Aboutus/Whatwedo	Free (online)
Foundation trust status	Online www.moorfields.nhs.uk/Getinvolved/Membership	Free (online)
Our history	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Ourhistory	Free (online)
NHS London (relevant strategic health authority)	Online www.london.nhs.uk	Free (online)
Monitor (foundation trust regulator)	Online www.monitor-nhsft.gov.uk	Free (online)
Care Quality Commission (regulator and inspector of health and social care services)	Online www.cqc.org.uk	Free (online)

2. Organisational structure

Information	Format	Charge
Trust board information	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Corporatestructure/Trustboardmembership	Free (online)
Senior management information	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Corporatestructure	Free (online)
Board of governors	Online	Free (online)

(membership council)	www.moorfields.nhs.uk/Getinvolved/Membership/MembershipCouncil www.moorfields.nhs.uk/Getinvolved/Membership/Yourgovernors	
Trust board responsibilities and committee structure	Online via annual report and accounts 2010/11 (pages 60 to 66) www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)
Standing orders and standing financial instructions	Currently being updated	Not available

3. Lists of information relating to organisations with which the authority works in partnership

Information	Format	Charge
NHS Islington – host primary care trust	Online www.islington.nhs.uk	Free (online)
UCL Partners – academic health science partnership	Online www.moorfields.nhs.uk/Aboutus/Academichealthsciencecentre	Free (online)
UCL Institute of Ophthalmology – research partners	Online www.ucl.ac.uk/ioo/	Free (online)
NIHR biomedical research centre for ophthalmology	Online www.moorfields.nhs.uk/Healthprofessionals/Biomedicalresearchcentre	Free (online)
City University, London	Online at www.city.ac.uk	Free (online)
Host trusts for satellite centres	Online	Free (online)
Moorfields Eye Hospital Charities	Online www.moorfields.nhs.uk/Getinvolved/MoorfieldsEyeHospitalCharities/Aboutus	Free (online)

4. Senior staff and management board members

Information	Format	Charge
Trust board information	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Corporatestructure/Trustboardmembership	Free (online)
Senior management information	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Corporatestructure	Free (online)
Board of governors (membership council)	Online www.moorfields.nhs.uk/Getinvolved/Membership/MembershipCouncil www.moorfields.nhs.uk/Getinvolved/Membership/Yourgovernors	Free (online)

5. Location and details for all public-facing departments

Information	Format	Charge
General contact details for Moorfields	Online www.moorfields.nhs.uk/ContactUs	Free (online)

B. What we spend and how we spend it

6. Annual statement of accounts

Information	Format	Charge
Annual accounts	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)

7. Budgets and variance reports

Information	Format	Charge
Finance, resources and information	Available on request from FOI@moorfields.nhs.uk	

8. Financial audit reports

Information	Format	Charge
External audit services	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online in annual report)

9. Standing financial instructions

Information	Format	Charge
Standing financial instructions	Currently being updated – email FOI@moorfields.nhs.uk for further information	

10. Capital programmes

Information	Format	Charge
Capital Commitments	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online in annual report)
Annual Plan	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Annualplan201011	Free (online)

11. Staff and board members' allowances and expenses

Information	Format	Charge
Annual Report	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)

12. Staff pay and grading structures

Information	Format	Charge
Staff pay and grading based on national system	Online www.dh.gov.uk/en/index.htm	Free (online)
Senior staff salaries in annual report	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)

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13. Funding (including endowment funds)

Information	Format	Charge
Make sight your legacy	Online www.moorfields.nhs.uk/Getinvolved/MoorfieldsEyeHospitalCharities/Makesightyourlegacy	Free (online)
Moorfields Eye Hospital Charities	Online www.moorfields.nhs.uk/Getinvolved/MoorfieldsEyeHospitalCharities	Free (online)

14. Procurement and tendering processes

Information	Format	Charge
	Contact foi@moorfields.nhs.uk for further information	

15. Details of contracts currently being tendered

Information	Format	Charge
Tenders requiring OJEU adverts	Online ted.europa.eu	Free

16. List and value of contracts awarded

Information	Format	Charge
High value tenders	Online ted.europa.eu	Free

C. What are our priorities and how we are doing

17. Annual report

Information	Format	Charge
Annual report	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)

18. Annual business plan

Information	Format	Charge
Annual Plan	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Annualplan201011	Free (online)

19. Targets, aims and objectives

Information	Format	Charge
Corporate objectives	Online www.moorfields.nhs.uk/Aboutus/Whatwedo/Corporateobjectivesfor201011	Free (online)

20. Strategic direction document

Information	Format	Charge
Our Vision of Excellence – a 10-year strategy for Moorfields	Online www.moorfields.nhs.uk/Aboutus/Whatwedo/OurVisionofExcellence-a10-yearstrategyforMoorfields	Free (online)

21. Performance against targets/performance framework

Information	Format	Charge
Annual plan	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Annualplan201011	Free (online)
Operational performance	Online	Free

	www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	(online)
Performance against key indicators	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)

22. Clinical governance

Information	Format	Charge
Clinical governance	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Clinicalgovernance	Free (online)

23. Healthcare Commission – annual health check

Information	Format	Charge
Annual health check declarations	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Annualhealthcheckdeclarations	Free (online)
Core standards declaration	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Annualhealthcheckdeclarations/Corestandardsdeclaration200910	Free (online)
Annual health check	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Annualhealthcheckdeclarations/Annualhealthcheck200708	Free (online)
Safeguarding children declaration	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Annualhealthcheckdeclarations/Safeguardingchildrendeclaration	Free (online)

24. Audit reports

Information	Format	Charge
Annual report	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)

	alreports	
Reports	By request through FOI@moorfields.nhs.uk	

25. Service user surveys

Information	Format	Charge
Patient surveys	Online www.moorfields.nhs.uk/Patients/Patientsurveys	Free (online)
Outpatient survey	Online www.moorfields.nhs.uk/Patients/Patientsurveys/Outpatientsurvey2009	Free (online)
Day care survey	www.moorfields.nhs.uk/Patients/Patientsurveys/Daycaresurvey2010	Free (online)
Emergency department survey	Online www.moorfields.nhs.uk/Patients/Patientsurveys/Daycaresurvey2008	Free (online)
Patient experience tracker	Online www.moorfields.nhs.uk/Patients/Patientexperience	Free (online)

D. How we make decisions

26. Board papers – agenda, supporting papers and minutes

Information	Format	Charge
Board papers	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Latestboardpapers	Free (online)

27. Patient and public involvement strategy

Information	Format	Charge
Get involved	Online	Free

	www.moorfields.nhs.uk/Getinvolved	(online)
Patient and public involvement	Online www.moorfields.nhs.uk/Getinvolved/Patientandpublicinvolvement	Free (online)

28. Public consultations

Information	Format	Charge
N/A – no public consultations at present		

29. Internal communications guidance and criteria used for decision-making – ie, process systems and key personnel

Information	Format	Charge
Corporate structure	Online www.moorfields.nhs.uk/Aboutus/Whoweare/Corporatestructure	Free (online)
Trust Board committees	Annual report www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)
Trust board committees terms of reference	Available on request from ian.tombleson@moorfields.nhs.uk	
Trust policy handbook	Currently being updated – please contact ian.tombleson@moorfields.nhs.uk for further information	

E. Our policies and procedures

30. Policies and procedures relating to the conduct of business and the provision of services

Information	Format	Charge
Trust policy handbook	Currently being updated – please contact ian.tombleson@moorfields.nhs.uk for further information	
Specific trust policies	Available on request to foi@moorfields.nhs.uk	

31 and 32. Policies and procedures relating to human resources (including race, disability, age and gender, equal opportunities, recruitment and employment)

Information	Format	Charge
Equality and diversity at Moorfields	Online www.moorfields.nhs.uk/Workforus/Equalityanddiversity	Free (online)

33. Standing financial procedures

Information	Format	Charge
Standing financial instructions	Currently being updated – please contact foi@moorfields.nhs.uk for further information	

34. Standing orders

Information	Format	Charge
Standing orders	Currently being updated – please contact foi@moorfields.nhs.uk for further information	

35. Complaints and customer service policies and procedures

Information	Format	Charge
The complaints procedure	Online www.moorfields.nhs.uk/Patients/Makingaformalcomplaint	Free (online)
Complaints 2.3.3.4 (annual report)	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)
Making a formal complaint	Online www.moorfields.nhs.uk/Patients/Makingaformalcomplaint	Free (online)
Ombudsman	Online www.ombudsman.org.uk/	Free (online)

36. Data protection/information governance/Caldicott guardian

Information	Format	Charge
Confidentiality and security	Online www.moorfields.nhs.uk/publicationsandresources/Howweuseyourinformation/Confidentialityandsecurity	Free (online)
Information governance policy	Contact foi@moorfields.nhs.uk for further information	
Information governance strategy	Contact foi@moorfields.nhs.uk for further information	
Data protection act	Online www.ico.gov.uk/	Free (online)

37. Estate management

Information	Format	Charge
Sustainability strategy	Online www.moorfields.nhs.uk/Aboutus/Whatwedo/Sustainabilitystrategy	Free (online)
Corporate objectives	Online www.moorfields.nhs.uk/Aboutus/Whatwedo/Corporateobjectivesfor201011	Free (online)
Major refurbishment projects (annual report)	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)

38. Charging regimes and policies

Information	Format	Charge
National Tariff 2008-09	Online www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_081096	Free (online)
Accessing personal information	Online www.moorfields.nhs.uk/Publicationsandresources/Howweuseyourinformation/Accessingpersonalinformation	Free (online)

F. Lists and registers

39. Any information we are currently legally required to hold in publicly available registers

Information	Format	Charge
	Contact foi@moorfields.nhs.uk for further information	

40. List of main contractors/suppliers

Information	Format	Charge
	Contact foi@moorfields.nhs.uk for further information	

41. Assets registers and information asset register

Information	Format	Charge
Tangible and intangible assets (annual report)	Online www.moorfields.nhs.uk/Publicationsandresources/Corporatepublications/Annualreports	Free (online)

42. Any register of interests kept in the authority

Information	Format	Charge
Register of interests for the board of directors	Available on request to ian.tombleson@moorfields.nhs.uk	Free
Register of interests for the membership council	Available on request to foundation@moorfields.nhs.uk	Free

43. Register of gifts and hospitality provided to board members and senior personnel

Information	Format	Charge
	Contact foi@moorfields.nhs.uk for further information	

44. Disclosure log

Information	Format	Charge
	Contact foi@moorfields.nhs.uk for further information	

G. The services we offer

45. Clinical services provided and/or commissioned

Information	Format	Charge
Clinical support services	Online www.moorfields.nhs.uk/Aboutus/Clinicalsupportservices	Free (online)

46. Non-clinical services

Information	Format	Charge
General information	Online at www.moorfields.nhs.uk	Free (online)

47. Services for which the authority is entitled to recover a fee together with those fees

Information	Format	Charge
	Contact foi@moorfields.nhs.uk for further information	

48. Patient information and other booklets and newsletters

Information	Format	Charge
Information for patients	Online www.moorfields.nhs.uk/Publicationsandresources/Informationforpatients	Free (online)
Magazines for members and staff	Online www.moorfields.nhs.uk/Publicationsandresources/Magazinesformembersandstaff	Free (online)

49. Patient Advice and Liaison Service (PALS)

Information	Format	Charge

Patient advice and liaison	Online www.moorfields.nhs.uk/Patients	Free (online)
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50. Advice and guidance

Information	Format	Charge
Contact us	Online www.moorfields.nhs.uk/ContactUs	Free (online)

51. Corporate communications and media releases

Information	Format	Charge
Media office	Online www.moorfields.nhs.uk/Aboutus/Mediaoffice	Free (online)
Latest news	Online www.moorfields.nhs.uk/Aboutus/Mediaoffice/Latestnews	Free (online)
Request for case studies	Online www.moorfields.nhs.uk/Aboutus/Mediaoffice/Requestforcasestudies	Free (online)
Contact media office	Online www.moorfields.nhs.uk/Aboutus/Mediaoffice/Contactthemedioffice	Free (online)