

**Publication Scheme**

<b>Initials</b>	<b>Gate Keeper</b>	<b>Area</b>	<b>Submitters</b>
<b>PM</b>	<b>Paul Moore</b>	<b>Clinical Governance</b>	<b>Pamela Scholes</b>
<b>SR</b>	<b>Steve Ridgeway</b>	<b>Finance</b>	<b>Karen Stanley, Nick Smith</b>
<b>HR</b>	<b>Rachel Blenkinsop</b>	<b>Human Resources</b>	<b>Val Parsonage</b>
<b>CO</b>	<b>Colin Owen</b>	<b>Information Governance</b>	
<b>DJ</b>	<b>Debbie Jackson</b>	<b>PPI</b>	
<b>JTG</b>	<b>JayTurner Gardner</b>	<b>Infection Control</b>	<b>Susan Walker</b>
<b>CJ</b>	<b>Caroline Johnson</b>	<b>Public Relations</b>	<b>Joe Paxton</b>
<b>JC</b>	<b>Jackie Cottrell</b>	<b>Contracts/Supplies</b>	
<b>BS</b>	<b>Brian Scarisbrick</b>	<b>Estates</b>	<b>Robert Stewart, Gary Whitehead</b>
<b>AC</b>	<b>Andy Chittenden</b>	<b>FT Secretary</b>	<b>Jenny Moore, Elaine Leonard, Margaret Mallalieu</b>
<b>JT</b>	<b>Jackie Tucker</b>	<b>Payroll</b>	<b>Sheila Nowakowski</b>
<b>DJ</b>	<b>Debbie Jackson</b>	<b>PALS</b>	<b>Juliet Angelides</b>

<b>Orig Sub</b>	<b>Description</b>	<b>Class</b>	<b>Gatekeeper</b>	<b>Information on website ?</b>
Clin Gov	CGDC Annual Report	What are our priorities and and how are we doing	PM	
Clin Gov	CGDC Audit Programme	What are our priorities and and how are we doing	PM	
Clin Gov	CGDC paper Nice Guidelines	What are our priorities and and how are we doing	PM	
Clin Gov	CGDC paper Dr Foster	What are our priorities and and how are we doing	PM	
Clin Gov	NICE guidelines database	What are our priorities and and how are we doing	PM	
Clin Gov	Audit Presentations	What are our priorities and and how are we doing	PM	
Clin Gov	Advancing Quality	What are our priorities and and how are we doing	PM	
Clin Gov	Non Clinical Guidelines	Our policies and procedures	ALL	
Clin Gov	Learning Network News	What are our priorities and and how are we doing	PM	
Clin Gov	Clinical Governance Development Committee minutes	What are our priorities and and how are we doing	PM	
Clin Gov	Clinical Guidelines	What are our priorities and and how are we doing	PM	
Clin Gov	Clinical Quality Performance Indicator Data Reports	What are our priorities and and how are we doing	PM	
Clin Gov	Joint Analysis Reports	What are our priorities and and how are we doing	PM/DJ	On request

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Clin Gov	NHS PASA Guidance on supplying the NHS (Clinical)	What we spend and how we spend it	JC	
Clin Risk	QPID	?	PM	
Clin Risk	FOI Requests (kept on computer)	Lists and Registers	CO	
Clin Risk	Risk Register	Lists and Registers	PM	On Request
Clin Risk	Risk Register User Guide	Lists and Registers	PM	On Request
Clin Risk	SUI Procedure	Lists and Registers	PM	On Request
Clin Risk	SUI Log	Lists and Registers	PM	On Request
Clin Risk	Divisional RCA Log	Lists and Registers	PM	On Request
Clin Risk	SABS Policy	Our policies and procedures	PM	
Clin Risk	SABS Procedure	Our policies and procedures	PM	
Clin Risk	HIRS Policy	Our policies and procedures	PM	
Clin Risk	HIRS User Guide/Manual	Our policies and procedures	PM	
Clin Risk	Medical Devices Policy	Our policies and procedures	PM	
Clin Risk	SUI Final Panel Reports	What are our priorities and and how are we doing	PM	On Request
Clin Risk	IO Reports for SUI / RCA	What are our priorities and and how are we doing	PM	On Request
Clin Risk	Divisional RCA Final Reports	What are our priorities and and how are we doing	PM	On Request
Clin Risk	Divisional HIRS Reports	What are our priorities and and how are we doing	PM	On Request
Clin Risk	Pharmacy HIRS Reports	What are our priorities and and how are we doing	PM	On Request
Clin Risk	Divisional Risk Reports	What are our priorities and and how are we doing	PM	On Request
Clin Risk	Minutes of Investigation Meetings	What are our priorities and and how are we doing	PM	
Contracts	Trust supplies department procedures	What we spend and how we spend it	JC	
Contracts	NWCPH procurement procedures	What we spend and how we spend it	JC	
Contracts	Government guidance as evidenced by: Office Government Co	What we spend and how we spend it	JC	
Contracts	Details of Contracts currently being tendered above OJEU limit	What we spend and how we spend it	JC	
Contracts	Below OJEU limit - List of these opportunities	What we spend and how we spend it	JC	
Contracts	Role of Trust Supplies Team	What we spend and how we spend it	JC	
Contracts	Role of NWCPH	What we spend and how we spend it	JC	
Contracts	Headlines on number of suppliers	What we spend and how we spend it	JC	
Contracts	Impact of PFI on non-pay	What we spend and how we spend it	JC	
Contracts	Non-pay spend	What we spend and how we spend it	SR	
Corporate	Internal communications guidance and criteria used for decision	How we make decisions	CJ	
Corporate	PPI strategy	How we make decisions	DJ	
Corporate	Board Papers	How we make decisions	AC	
Corporate	All policies and clinical guidelines inc HR Policies	Our policies and procedures	ALL	
Corporate	All services (List)	The services we offer	CJ	
Corporate	Corporate Communications	The services we offer	CJ	
Corporate	Press release and briefings	The services we offer	CJ	
Corporate	Patient Liaison Service	The services we offer	DJ	
Corporate	Patient information leaflets	The services we offer	DJ	

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Corporate	Patient Surveys		What are our priorities and and how are we doing	DJ	
Corporate	Annual Report		What are our priorities and and how are we doing	AC	
Corporate	Annual Plan		What are our priorities and and how are we doing	AC	
Corporate	Targets aims and objectives (Strategic direction and Towards 2		What are our priorities and and how are we doing	AC	
Corporate	Performance		What are our priorities and and how are we doing	AC	
Corporate	Annual healthcheck		What are our priorities and and how are we doing	?AC	
Corporate	Clinical Governance		What are our priorities and and how are we doing	PM	
Corporate	Allowances & Expenses		What we spend and how we spend it	HR	Working for us/NHS Terms & conditions Handbook
Corporate	Staff Pay and Grading Structures		What we spend and how we spend it	HR	Working for us/NHS Terms & conditions Handbook
Corporate	Endowment Funds		What we spend and how we spend it	SR	
Corporate	Location and contact details of departments		Who we are and what we do	CJ	
Corporate	Organisations with which the organisation works in partnership		Who we are and what we do	CJ	
Corporate	PDF of organisational structure		Who we are and what we do	AC	
Corporate	Senior staff and management board members		Who we are and what we do	AC	
Corporate	Explanation of how UHSM fits into the NHS structure		Who we are and what we do	AC	
Corporate	Board of Directors Profiles		Who we are and what we do	AC	
Estates	Capital Asset Register		Lists and Registers	BS	
Estates	Register of lease agreement (property)		Lists and Registers	BS	
Estates	Main contractors		Lists and Registers	BS	
Estates	The Management of Confined Space Activities Safety Policy Gu		Our policies and procedures	BS	
Estates	The Management of the Health & Safety Requirements of Cont		Our policies and procedures	BS	
Estates	The Control of Substances Hazardous to Health (COSHH) Regu		Our policies and procedures	BS	
Estates	Audit Manual for the Disability Discrimination Act (DDA) and W		Our policies and procedures	BS	
Estates	EMERGENCY MANUAL		Our policies and procedures	BS	
Estates	Firecode Compliance Operation, Testing & Maintenance of Fire		Our policies and procedures	BS	
Estates	GAS SAFETY PROVISION AND USE HEALTH AND SAFETY GUID		Our policies and procedures	BS	
Estates	A Guide to Risk Assessment for Work Control Promoting Safe S		Our policies and procedures	BS	
Estates	The Management of Hot Work Activities Safety Policy Guidance		Our policies and procedures	BS	
Estates	Lifts Safety Policy Module		Our policies and procedures	BS	
Estates	Low Voltage Systems and Apparatus Safety Policy Module		Our policies and procedures	BS	
Estates	Policy for the Management of Medical Gas Pipeline Systems		Our policies and procedures	BS	
Estates	PERMIT-TO-WORK SYSTEMS		Our policies and procedures	BS	
Estates	PRESSURE SYSTEMS Safety Policy Module		Our policies and procedures	BS	
Estates	The Management of Ventilation Systems		Our policies and procedures	BS	
Estates	Working at Heights Scaffolding, Ladders, Step Ladders MEWPs		Our policies and procedures	BS	
Estates	Asbestos		Our policies and procedures	BS	
Estates	Legionellae		Our policies and procedures	BS	
Estates	CMIP		Our policies and procedures	BS	
Estates	Charging regimes and policies		Our policies and procedures	BS	

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Estates	Car Park charging (including fixed penalty notices)	Our policies and procedures	BS	
Estates	Accommodation charging	Our policies and procedures	BS	
Estates	The services we offer	The services we offer	BS	
Estates	Services for which the authority is entitled to recover with the	The services we offer	BS	
Estates	Design Services	The services we offer	BS	
Estates	Steriliser maintenance & testing	The services we offer	BS	
Estates	Transport	The services we offer	BS	
Estates	ERC room rental	The services we offer	BS	
Estates	Contracts currently being tendered	What we spend and how we spend it	BS	
Estates	List & value of contracts awarded	What we spend and how we spend it	BS	
Finance	Disclosure Log	Lists and Registers	ALL	
Finance	Asset Register	Lists and Registers	BS	
Finance	Register of Interests	Lists and Registers	AC	
Finance	Register of Gifts & Hospitality	Lists and Registers	AC	
Finance	Charging Regimes & Policies	Our policies and procedures	CO	
Finance	Finance Policies & Procedures	Our policies and procedures	SR	
Finance	Board Strategy	What are our priorities and and how are we doing	AC	
Finance	Staff Pay & Grading	What we spend and how we spend it	HR	Working for us/NHS Terms & conditions Handbook
Finance	Pay Scales	What we spend and how we spend it	HR	Working for us/NHS Terms & conditions Handbook
Finance	Internal Audit Reports	What we spend and how we spend it	IA?	
Finance	External Audit Reports	What we spend and how we spend it	IA?	
Finance	Procurement & tendering Procedures	What we spend and how we spend it	JC	
Finance	Tender Document	What we spend and how we spend it	JC	
Finance	Details of Contracts currently being tendered	What we spend and how we spend it	JC	
Finance	List and Value of Contracts awarded & their value	What we spend and how we spend it	JC	
Finance	List of Main Contractors/Suppliers	What we spend and how we spend it	JC	
Finance	Annual Statement of Accounts	What we spend and how we spend it	SR	Link to Ann Rep
Finance	Budgets & Variance Reports	What we spend and how we spend it	SR	
Finance	Financial Audit Reports	What we spend and how we spend it	SR	
Finance	Standing Financial Instructions	What we spend and how we spend it	SR	
Finance	Standing Orders	What we spend and how we spend it	SR	
Finance	Funding (Income Sources)	What we spend and how we spend it	SR	Link to Ann Rep
Finance	Capital Program	What we spend and how we spend it	SR	
Finance	Annual Plan - Capital Section	What we spend and how we spend it	SR	Link to Ann Plan
Finance	Board Report / Monitor Ratios	What we spend and how we spend it	SR	Link to Board Papers
Finance	Staff Cost Analysis in Annual Report	What we spend and how we spend it	SR	Link to Ann Rep
Finance	3 Year Plan	What we spend and how we spend it	SR	Link to Monitor
Inf Control	Infection Control policies	Our policies and procedures	JTG	
Inf Control	IC pt info leaflets	The services we offer	JTG	

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Inf Control	Reports on outbreaks or untoward events may cause public co	The services we offer	JTG	
Inf Control	Infection Control Annual Report/plan	What are our priorities and and how are we doing	JTG	
Inf Control	Copies of IC teaching packages	What are our priorities and and how are we doing	JTG	
Inf Control	KPI performance scores (MRSA, Cdiff, audit scores, education	What are our priorities and and how are we doing	?AC	
Inf Control	Infection Control Committee papers (via Trust Board & Mgmt	What are our priorities and and how are we doing	?AC	
Inf Control	External assurances documents (e.g. NHSLA level 3, Annual he	What are our priorities and and how are we doing	?AC	
Nursing	Complaints Policy revised 2007	Our policies and procedures	DJ/PS	
Nursing	Vexatious Complainant Policy	Our policies and procedures	DJ/PS	
Nursing	Being Open Policy	Our policies and procedures		