

## UHMBT FREEDOM OF INFORMATION PUBLICATION SCHEME

Welcome to University Hospitals of Morecambe Bay NHS Foundation Trust Publication Scheme. The Publication Scheme is formed in three parts, as follows:

### Contents

Part One: Introduction.....	2
Welcome .....	2
Information Management .....	2
Part Two: Information we hold.....	3
Who we are, where we are, and what we do.....	3
Summary of Hospital Services by Site.....	4
Royal Lancaster Infirmary .....	4
Westmoreland General Hospital .....	4
Furness General Hospital .....	5
Organisational Structure.....	5
Partner Organisations .....	5
Priorities, Targets, Policies and Spending .....	6
How we make decisions.....	6
Cost of Information.....	7
Part Three: Regulatory Bodies and Useful Resources.....	7
Regulatory Bodies .....	7
Useful Resources.....	9
Publications.....	9
Feedback .....	9
Freedom of Information Requests.....	9

## Part One: Introduction

### Welcome

This Publication Scheme is a complete guide to the information routinely published by **University Hospitals of Morecambe Bay NHS Foundation Trust**. It is a description of the information about our Trust which we make publicly available. We shall review the Scheme at regular intervals and monitor how it is operating.

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information easily. Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act in Part Three below), we have a legal duty to adopt and maintain a Publication Scheme to help you find all the information we publish.

The purpose of the Act is to promote greater openness by public authorities. The Freedom of Information Act does not change the right of patients to protection of their confidentiality (in accordance with Article 8 of the Human Rights Convention, the Data Protection Act and in common law). Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed a Caldicott Guardian who ensures patient confidentiality is protected throughout the Trust in accordance with your legal rights. In **University Hospitals of Morecambe Bay NHS Foundation Trust**, our Caldicott Guardian is:

**Mr David Walker,**  
**Medical Director,**  
**Trust HQ, Westmorland General Hospital,**  
**Burton Road,**  
**Kendal**  
**LA9 7RG**

### Information Management

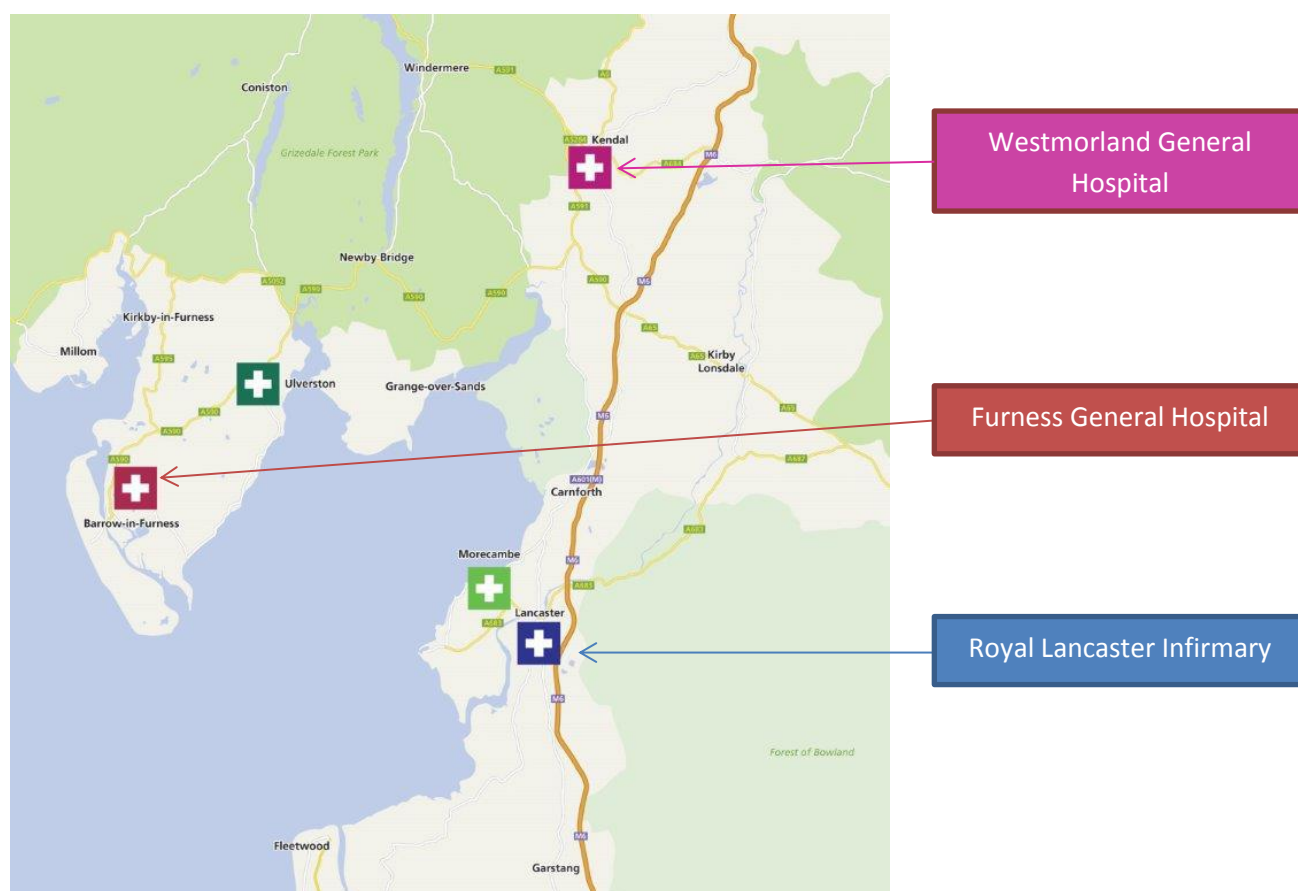
Information falling into the Classes will be retained in line with UHMBT's retention and disposal schedules, which comply with Records Management: NHS Code of Practice 2006 and Public Record Office Guidance.

## Part Two: Information we hold

### Who we are, where we are, and what we do

University Hospitals of Morecambe Bay NHS Foundation Trust is a network of three hospitals: the Royal Lancaster Infirmary, Westmorland General Hospital in Kendal, Furness General Hospital in Barrow, plus community facilities in Morecambe and Ulverston.

We serve a population of 363,000 living across an area of 1,000 miles over two counties, Lancashire and Cumbria surrounding Morecambe Bay. We employ at present 5475 staff. There are at present 679 inpatient beds in our hospitals.



The Trust covers a large geographical area. There are 48 miles between the two main hospital sites in Barrow and Lancaster and a travel time in excess of one hour.

The main purchaser of healthcare for the population is Morecambe Bay Clinical Commissioning Group (CCG). This absorbed the previous two bodies of Lancashire North CCG and Cumbria CCG in 2017.

University Hospitals of Morecambe bay NHS foundation Trust is one of 29 acute trusts in the NHS England North area.

There is one ambulance service for the area, North West Ambulance Service (NWAS). There are two mental health trusts in the area, which are Cumbria Partnership NHS Foundation Trust and

Lancashire Care NHS Foundation Trust. Their contact details are available in Section Three of this Scheme.

The trust was formed on 1<sup>st</sup> April 1998 from the merger of Lancaster Acute Hospitals NHS Trust, Westmorland Hospitals NHS Trust and Furness Hospital NHS Trust. At the beginning of 2006, the Trust obtained University Hospital status as part of the introduction of a medical school and central education centre to Cumbria and Lancashire. The Trust obtained Foundation status on 1<sup>st</sup> October 2010.

## Summary of Hospital Services by Site

### **Royal Lancaster Infirmary**

The Royal Lancaster Infirmary currently has 387 inpatient beds.

Accident and Emergency Services

Outpatients Services

Comprehensive range of elective and non-elective medical and surgical services

Oncology Unit

Coronary Care Unit

Day Case Unit

Critical Care Unit

Maternity Services and Special Care Baby Unit

A range of sub-regional and regional services

Diagnostic Services, including Pathology, Radiology and Endoscopy

Elderly Frail Unit

Allied Health Services such as Occupational Therapy, Physiotherapy, Nutrition and Dietetics, and Pharmacy Services

### **Westmorland General Hospital**

Westmorland General Hospital currently has 34 inpatient beds.

GP-led Medical care and Elective Surgical Services

Minor Injuries Service

Renal Dialysis Unit

Day Care Unit

Cardiac Catheterisation Lab

Midwife-led Maternity Unit

Diagnostic Services, including Pathology, Radiology and Endoscopy

Allied Health Services such as Occupational Therapy, Physiotherapy, Nutrition and Dietetics and Pharmacy Services

## **Furness General Hospital**

Furness General Hospital currently has 258 inpatient beds.

Accident and Emergency Services

Outpatients Department Services

Comprehensive range of elective and non-elective Medical and Surgical Inpatients

Oncology Unit

Endoscopy Unit

Day Case Unit

Maternity Services and Special Care Baby Unit

A sub-regional service for Upper Gastro-Intestinal Surgery

Diagnostic Services, including Pathology, Radiology and Endoscopy

Allied Health Services such as Occupational Therapy, Physiotherapy, Nutrition and Dietetics and Pharmacy Services

## **Organisational Structure**

Details of the Trust's Organisational Structure and key personnel can be located on our website on the quick links at:

<https://www.uhmb.nhs.uk/about-us/trust-board-meetings>

Contact details for each departments at east site can also be found on the website:

<https://www.uhmb.nhs.uk/hospitals/>

## **Partner Organisations**

UHMBT is committed to working in partnership with the community, regional and statutory organisations and all those who can contribute effectively to the health of the local people. The Trust works in partnership with the Morecambe Bay CCG as of 2017 and other Acute Partnership and Mental Health NHS Trusts and health agencies such as the Health Protection Agency.

GP's in the North Lancashire, South Cumbria and Barrow localities served but the Trust form an important key stakeholder group for the region. The Trust works closely with the local GP's and PBC groups in a number of ways: such as the appointment of two GP Interface Managers to provide a key link between Primary and Secondary Care, and the involvement of a PBC Lead GP's in speciality specific review groups (e.g. Diabetes or Dermatology). This also includes working groups where the GP Leads sits alongside the Trust's Consultants.

Links to the relevant partner organisation's websites are available in Part Three of this Scheme.

## Priorities, Targets, Policies and Spending

Details of the Board Members' allowances and expenses, other financial information, targets and priorities are available in the **Trust's Annual Report**. This latest version is available on our website:

<https://www.uhmb.nhs.uk/about-us/annual-report-and-quality-account1/>

The Trust's key performance indicators and objectives are also recorded within the Trust Board papers, available via website from April 2007. Historical ones are available on request. The Board Papers can be found on our website at:

<https://www.uhmb.nhs.uk/about-us/trust-board/trust-board-meetings/>

Reports, policies, minutes and business plans are available on request, including Audit Committee and Charitable Funds. All details of the high level assets held by the Trust can be found in the annual accounts on request. All other elements of the Asset Register are also available. Any other information UHMBT is required to hold publically such as information regarding contractors, supplies, Board Members registered interest and records, is available via Trust Headquarters where appropriate.

The Trust is also playing an active part in Better Care Together with our regional partner organisations to improve care throughout the region. More information can be found here:

<http://www.bettercaretogether.co.uk/page.aspx?PID=2&ID=10>

Our complaints procedure for the Management, Investigation and Resolution of Complaints can be found on our website. For all patient advise, this can be found by contacting the Patient Advice Liaison Service (PALS):

<https://www.uhmb.nhs.uk/patients-and-visitors/compliments-concerns-complaints/>

## How we make decisions

The Trust strongly believes that patients must be at the heart of the process to modernise local NHS services. If this is to be achieved, well-developed relationships are required with service users and with local agencies. The Trust has a good history of working in partnership with a wide range of key stakeholders and is actively pursuing measure to further enhance partnership working.

This includes Public Consultation meetings, Cumbria County Council Health and Wellbeing Scrutiny committee and Lancashire County Council Overview and Scrutiny Management Committee. Since UHMBT received Foundation Trust status, its Council of Governors have been consulted with by the Board of Directors on strategic issues and future developments.

## Cost of Information

For the most part, the Trust will only charge for hard copies or copying onto media (e.g. CD Rom). Some information is available free, but for others there may be a charge. The charges will vary according to how the information is made available in the circumstances. Charges do not generally apply for information available via the Trust's website. Service provider and personal printing costs would have to be met by the individual. For those without internet access, a single print-out as on the website would be available via written request or presentation from:

Trust HQ  
Westmorland General Hospital  
Burton Road  
Kendal  
LA9 7RG

However, for multiple printouts, or for archived copies of documents which are no longer accessible or available on the website, this may attract a share for the retrieval, photocopying, postage and so on. We will notify you of any costs in advance. We will not provide printouts of other organisation's website. Single copies of leaflets and brochures will be free of charge for example if they are services we offer to the public.

Glossy or other bound paper copies, videos or other mediums, are sometimes chargeable. Email will be free of charge unless clearly stated.

## Part Three: Regulatory Bodies and Useful Resources

### Regulatory Bodies

The bodies involved in the monitoring and/or inspection of our services:

- Audit Commission: [www.audit.comission.gov.uk](http://www.audit.comission.gov.uk)
- Barrow-in-Furness Borough Council: [www.barrowbc.gov.uk](http://www.barrowbc.gov.uk)
- British Psychological Society: [www.bps.org.uk](http://www.bps.org.uk)
- Cumbria Constabulary: [www.cumbria.police.uk/](http://www.cumbria.police.uk/)
- Cumbria LSCB: [www.cumbrialscb.com/](http://www.cumbrialscb.com/)
- Clinical Pathology Accreditation (CPA): [www.cpa-uk.co.uk](http://www.cpa-uk.co.uk)
- Confidential Inquiry into Suicides and Homicides: [www.medicine.manchester.ac.uk/psychiatry/research/suicide/prevention](http://www.medicine.manchester.ac.uk/psychiatry/research/suicide/prevention)
- Coroners' Society: [www.coronersociety.org.uk](http://www.coronersociety.org.uk)
- Cumbria Partnership NHS Foundation Trust: [www.cumbriapartnership.nhs.uk/Home.aspx](http://www.cumbriapartnership.nhs.uk/Home.aspx)
- Directorate of Counter Fraud Services: [www.nhsbsa.nhs.uk/fraud](http://www.nhsbsa.nhs.uk/fraud)
- Environmental Health, Lancaster City Council: [www.lancaster.gov.uk/category.asp?cat=37](http://www.lancaster.gov.uk/category.asp?cat=37)
- General Medical Council: [www.gnc-uk.org](http://www.gnc-uk.org)

- Healthcare Commission: [www.healthcarecomission.org.uk](http://www.healthcarecomission.org.uk)
- Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)
- Health Professions Council: [www.hpc-uk.org](http://www.hpc-uk.org)
- Health Service Ombudsman:  
[www.ombudsman.org.uk/make\\_a\\_complaint/health/index.html](http://www.ombudsman.org.uk/make_a_complaint/health/index.html)
- Home Office Mental Health Unit: [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)
- Lancashire and Cumbria County Councils: [www.lancashire.gov.uk](http://www.lancashire.gov.uk) [www.cumbria.gov.uk](http://www.cumbria.gov.uk)
- Lancaster City Council: [www.lancaster.gov.uk](http://www.lancaster.gov.uk)
- Lancaster University: [www.lancaster.ac.uk](http://www.lancaster.ac.uk)
- Lancashire Care NHS Foundation Trust: [www.lancashirecare.nhs.uk](http://www.lancashirecare.nhs.uk)
- Lancashire Constabulary: [www.lancashire.police.uk/](http://www.lancashire.police.uk/)
- Lancashire Safeguarding Children Board (LSCB): [www.lancashire.gov.uk](http://www.lancashire.gov.uk)
- Medicines and Healthcare Products Regulatory Agency: [www.mhra.gov.uk](http://www.mhra.gov.uk)
- Mental Health Act Commission: [www.mhac.org.uk](http://www.mhac.org.uk)
- National Clinical Assessment Authority: [www.ncas.npsa.nhs.uk/](http://www.ncas.npsa.nhs.uk/)
- National Patient Safety Agency: [www.npsa.nhs.uk](http://www.npsa.nhs.uk)
- NHS Estates: [www.nhsesates.gov.uk](http://www.nhsesates.gov.uk)
- NHS Litigation Authority: [www.nhsli.com](http://www.nhsli.com)
- North West Ambulance Service (Nwas): [www.nwas.nhs.uk/internet/](http://www.nwas.nhs.uk/internet/)
- North Western Deanery: [www.nwpgmd.nhs.uk/](http://www.nwpgmd.nhs.uk/)
- Nursing and Midwifery Council: [www.nwpgmd.nhs.uk](http://www.nwpgmd.nhs.uk)
- Morecambe Bay CCG: [www.morecambebayccg.nhs.uk/](http://www.morecambebayccg.nhs.uk/)
- Royal College of Anaesthetists: [www.rcoa.ac.uk](http://www.rcoa.ac.uk)
- Royal College of GP's: [www.rcgp.org.uk](http://www.rcgp.org.uk)
- Royal College of Midwives: [www.rcm.org.uk](http://www.rcm.org.uk)
- Royal College of Nursing: [www.rcn.org.uk](http://www.rcn.org.uk)
- Royal College of Obstetricians and Gynaecologists: [www.rcog.org.uk](http://www.rcog.org.uk)
- Royal College of Ophthalmologists: [www.rcophth.ac.uk](http://www.rcophth.ac.uk)
- Royal College of Paediatrics and Child Health: [www.rcpch.ac.uk](http://www.rcpch.ac.uk)
- Royal College of Pathologists: [www.rcpath.org.uk](http://www.rcpath.org.uk)
- Royal College of Physicians: [www.rcplondon.ac.uk](http://www.rcplondon.ac.uk)
- Royal College of Psychiatrists: [www.rcpsych.ac.uk](http://www.rcpsych.ac.uk)
- Royal College of Radiologists: [www.rcr.ac.uk](http://www.rcr.ac.uk)
- Royal College of Radiologists: [www.rcr.ac.uk](http://www.rcr.ac.uk)
- Royal college of Speech and Language Therapists: [www.rcr.ac.uk](http://www.rcr.ac.uk)
- Royal college of Surgeons in England: [www.rcseng.sc.uk](http://www.rcseng.sc.uk)
- Social Services Cumbria: [www.cumbria.gov.uk/socialservices/](http://www.cumbria.gov.uk/socialservices/)
- Social Services Lancashire: [www.lancashire.gov.uk/socialservices/carers/](http://www.lancashire.gov.uk/socialservices/carers/)
- South Lakeland District Council: [www.southlakeland.gov.uk](http://www.southlakeland.gov.uk)
- University of Central Lancashire: [www.uclan.ac.uk](http://www.uclan.ac.uk)
- University of Cumbria: [www.cumbria.ac.uk](http://www.cumbria.ac.uk)



## Useful Resources

- Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk)
- Ministry of Justice: [www.justice.org.uk](http://www.justice.org.uk)
- NHS Freedom of Information: [www.foi.nhs.uk](http://www.foi.nhs.uk)
- NHS Direct: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)
- NHS Choices: [www.nhs.uk](http://www.nhs.uk)

## Publications

- NHS Openness Code:  
[www.dg.gov.uk/en/publicationsandstatistics/publications/publicationspoliceandguidance/DH\\_4050490](http://www.dg.gov.uk/en/publicationsandstatistics/publications/publicationspoliceandguidance/DH_4050490)
- Freedom of Information Act (2000): [www.opsi.gov.uk/acts/acts2000/20000036.htm](http://www.opsi.gov.uk/acts/acts2000/20000036.htm)

## Feedback

Any questions, comments or complaints about the Scheme should be sent to our Caldicott Guardian.

## Freedom of Information Requests

Should you wish to find any information not contained already within the Publication Scheme, you can submit a Freedom of Information Request in writing to the following address:

FOI Team  
Communications  
Springville House  
Royal Lancaster Infirmary  
Ashton Road  
Lancaster  
LA1 4RP

Or alternatively, you can email:

[Freedom.Information@mbht.nhs.uk](mailto:Freedom.Information@mbht.nhs.uk)

The material available through this Publication Scheme is subject to UHMBT's copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items in this Scheme are being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned. For HMSO Guidance Notes on a range of copyright issues, see the HMSO web site:

[www.hmso.gov.uk/guides.htm](http://www.hmso.gov.uk/guides.htm)

or contact:

HMSO Licensing Division,  
St Clements House,  
2-16 Colegate,  
Norwich,  
NR31BQ,  
Tel: 01603 621000