



A guide to the information available under the Freedom of Information Publication Scheme

A publication scheme sets out the kinds of information that a public authority should make routinely available. The information should be easy for any individual to find and use.

Public authorities must adopt a publication scheme approved by the Information Commissioner. To reduce duplication and bureaucracy and to ensure consistency in the release of information, the Information Commissioner has developed model publication schemes. CHRE uses the model publication scheme for non-departmental government bodies.

Our guide on the information available under the publication scheme has been structured according to the seven classes of information in the Information Commissioner's model publication scheme for non-departmental government bodies. We will not charge for information requested under our publication scheme.

If you would like a hard copy of information available, please contact:

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Who we are and what we do – current information only

Information	Format
Roles and Responsibilities	
Information about our role, function and powers. Information about our values and principles Information on the roles, responsibilities and biographical details of the Senior Management Team and Council Members Details of our committee membership Health Professional Regulation and me Council members code of conduct	Online Printed copy from website
Organisational Structure	
Information on our internal structure and how this relates to our role, powers and responsibilities Organisational chart Location and contact details	Online Printed copy from website
Legislation	
An explanation of the legislative basis of our activities <ul style="list-style-type: none"> • NHS Reform and Health Care Professions Act 2002 • Health and Social Care Act 2008 	Online Printed copy from website

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| <ul style="list-style-type: none">• CHRE (Appointments, Procedures etc) Regulations 2008 | |
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Organisations we work with	
<p>A list of and information relating to the organisations that we work with:</p> <ul style="list-style-type: none">• The regulators and links to their websites• Information on how to join our professional and public stakeholder networks and frequently asked questions• External relations plan• Strategic communications plan	<p>Online</p> <p>Printed copy from the website</p>

What we spend and how we spend it – information available for the current and previous two years

Information	Format
<p data-bbox="197 395 1097 464">Financial information to allow the public to see how we are spending public money</p> <p data-bbox="235 507 1059 539">Annual report and Accounts (Welsh and English versions)</p> <p data-bbox="230 582 1064 614">Details of hospitality provided to staff and council members</p> <p data-bbox="230 657 1064 689">Council members and senior management team expenses</p> <p data-bbox="371 732 922 764">Details of all expenditure over £25,000</p> <p data-bbox="517 807 779 839">Payment statistics</p>	<p data-bbox="1541 434 1637 466">Online</p> <p data-bbox="1377 509 1800 541">Printed copy from the website</p>
<p data-bbox="450 880 846 912">Pay and grading structure</p> <p data-bbox="573 956 723 987">Payscales</p> <p data-bbox="219 1031 1077 1099">Salaries scales of senior staff, senior management team and junior staff</p>	<p data-bbox="1541 919 1637 951">Online</p> <p data-bbox="1377 994 1800 1026">Printed copy from the website</p>
<p data-bbox="353 1141 943 1173">Procurement and tendering processes</p> <p data-bbox="203 1216 1093 1284">Details of the procedures used for the acquisition of goods and contracts currently available for public tender</p>	<p data-bbox="1352 1259 1830 1291">Available in hard copy on request</p>

List of contracts awarded through a public tendering process and their value	
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What are our priorities and how are we doing – information available for the current and the previous three years

Information	Format
<p>Strategies and plans, performance indicators, audits, inspections and reviews</p>	<p>Online</p> <p>Printed copy from the website</p>
<p>Annual Report and Accounts Annual Review 07/08 and 08/09 Strategic Plan CHRE Strategic Communications Plan External Relations Plan 10-11 Assuring Patient Safety through Regulation 08/09 Welsh Language Scheme 2009-2011 (Welsh and English versions)</p>	

How we make decisions – information available for the current and the previous three years

Information	Format
<p>Public consultations – consultation papers and the results of the consultation exercise</p>	<p>Online</p> <p>Printed copy from the website</p>
<p>Audit of initial stages of the fitness to practise processes Harmonising Sanctions Four Country conversations Promoting Improvement in Regulation Welsh Language Scheme Cynnig er ymgynghori - Cynllun Iaith Gymraeg Gorffennaf 2009 The revision of the Performance Review process and standards 09/10 General Pharmaceutical Council – setting standards (on behalf of GPhC) Introducing ethics into healthcare education (informal consultation on behalf of the ethox foundation) Are we striking the right balance in public and patient involvement (informal consultation)</p>	
<p>Minutes of senior level meetings</p>	<p>Online</p> <p>Papers are available on request in hard copy</p> <p>Printed copy from the website</p>
<p>Council meeting agendas and minutes Papers Scrutiny committee minutes</p>	

<p>Internal communications guidance and criteria for decision making</p>	<p>Online</p>
<p>Performance Review process, standards and risk assessment tool (07/08, 08/09, 09/10 and 10/11) Complaint about health professions regulatory bodies policy Process and guidelines documents (s29) Initial stages of the audit process and guidelines Audit schedule Code of Conduct for Auditors CHRE guidelines and procedures for public consultations CHRE policy framework Procedure for public consultation</p>	<p>Printed copy from the website</p>

Policies and procedures – current information available only

Information	Format
<p>Policies and procedures for the conduct of departmental business, provision of services and recruitment and employment of staff</p>	
<ol style="list-style-type: none"> 1. Attendance policy & procedure 2. Anti-Fraud and Corruption strategy 3. Capability procedure 4. Disciplinary & Dismissal policy and procedure 5. Employee guidance for appraisals 6. Equal opportunities and Race Equality Scheme 7. Fair Treatment policy 8. Flexible Working – the Right to Request policy and procedure 9. Grievance policy and procedure 10. Health and safety policy 11. Induction of Staff policy and procedure 12. IT Code of Conduct 13. Lone worker policy 14. Maternity leave policy 15. Paternity leave policy 16. Parental and dependent leave policy 17. Probationary period policy and procedure 18. Redundancy procedure 19. Staff development policy 20. Staff expenses policy 21. Stress at work policy 	<p style="text-align: center;">Online</p> <p style="text-align: center;">Printed copy from the website</p>

22. Whistleblower policy 23. Conduct of Conduct for Council Members	
Complaints procedure	
Complaints about us policy Unreasonably persistent contact and unacceptable behaviour policy	Online Printed copy from the website
Information security governance policies	
1. Data Protection Act policy 2. Disclosure log 3. Freedom of Information Act policy 4. Guide to information available through the FOIA Publication Scheme 5. Information Charter 6. Information Risk policy 7. Privacy policy 8. Protecting personal and sensitive data 9. Records creation and maintenance policy 10. Records disposal policy 11. Removing documents and IT containing personal and sensitive data policy	Online Printed copy from the website

Lists and registers – current information only

Information	Format
Asset registers	
Annual report	Online Printed copy from the website
Disclosure logs	
A log indicating what information has been provided to in relation to an FOI request	Online Printed copy from the website
Register of gifts	
Register of gifts and hospitality provided to Council and staff members	Online Printed copy from the website
Register of interests	
Register of interests of Council members	Online Printed copy from the website

The services we offer – current information only

Information	Format
<p>Leaflets, booklets, newsletters, advice, guidance and media releases</p>	
<ul style="list-style-type: none"> • Section 29 case meeting notes • Consent orders and judgements – section 29 • Court referrals – section 29 • Statistics on fitness to practise cases – section 29 • ADR policy • Chair’s checklist for section 29 case meetings • Section 29 guidance for case meeting panellists • Section 29 process and guidelines • Section 29 risk factors • Performance Review 07/08, 08/09 and 09/10 reports • Overview of the Performance Review 2008-10 • Special report on NMC 07/08 • The NMC Progress Review report January 2011 • The review of the GTCE’s conduct function in relation to cases involving allegations of racism 2010 • The Medical Council of New Zealand’s performance review report May 2010 • The Medical Council of New Zealand’s response and action 	<p style="text-align: center;">Online</p> <p style="text-align: center;">Printed copy from the website</p>

<p>plan</p> <ul style="list-style-type: none"> • Audit Report on the initial stages of the fitness to practise process 2009/10 • Fitness to Practise Forum minutes and agendas (04 – 09) • Good Practice Seminar agenda and presentations (07/08 and 08/09) • Protecting the public – learning from Fitness to Practise • Learning points bulletin – writing a fitness to practise determination • Report on the GSCC 2009 • Meetings with the public report and presentations (08/09) • I learn U learn meetings report • Stakeholder leaflet • CHRE-news • Right Touch regulation paper • Complaints guidance (also available in easy read) • Healthcare regulation and me (also available in easy read) • Handling complaints • Current projects: <ul style="list-style-type: none"> ○ Modern and efficient adjudication of fitness to practise ○ Regulators’ engagement with patients and the public ○ Measuring the regulators work ○ International observatory • Protecting the public from unregistered practitioners • Should the regulators receive the outcomes of student fitness to practise committees? • Healthcare for people with disabilities • Maximising the contribution of regulatory bodies’ registers to 	<p style="text-align: center;">Online</p> <p style="text-align: center;">Printed copy from the website</p>
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<p>public protection</p> <ul style="list-style-type: none">• How regulatory bodies approach the problem of data misuse (Jul 09)• Scope for sharing functions amongst the regulators (Jul 09)• Advanced practice (Jul 09)• Regulatory bodies' health requirements for registrants (Jun 09)• Quality Assurance of Undergraduate Health Education (Jun 09)• References (Feb 09)• Good character (Dec 08)• General Pharmaceutical Council (Nov 08)• Sharing information at first entry to the register (Sep 08)• Referrals of concern to regulators (Sep 08)• Can regulators' sanctions in fitness to practise cases be harmonised? (Sep 08)• Professionalism and regulation seminar (Jun 08)• Student registration (May 08)• Clear sexual boundaries (Jan 08)• Standard of proof (Jan 08)• NHS Constitution (Department of Health, Oct 2008)• Health Select Committee Inquiry into Patient Safety (Health Select Committee, Sept 2008)• European Commission's proposal for a Directive on the Application of Patients' Rights in Cross-border Healthcare (Department of Health, England, Dec 2008)• European Commission's proposal for a Directive on the Application of Patients' Rights in Cross-border Healthcare	
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<p>(Scottish Government Health Directorates, Dec 2008)</p> <ul style="list-style-type: none">• Written evidence to Regulatory Reform Committee inquiry into Themes and Trends in Regulatory Reform (Mar 2009)• Response to Commission on Scottish Devolution consultation into The Future of Scottish Devolution within the Union (Feb 2009)• Response to European Commission Directorate-General for Health and Consumers (DG Sanco) Green Paper on the European Workforce for Health (Mar 2009)• Legal Services Board consultation on Regulatory Independence (Jun 2009)• DH consultation on regulations for Office of Health Professions Adjudicator (Jun 2009)• Care Quality Commission consultation on compliance guidance for registration standards (Aug 2009)• Welsh Rural Health Plan (Aug 2009)• Prime Minister's Commission on the Future of Nursing and Midwifery (Aug 2009)• Department of Health consultation on Responsible Officer Regulations and Guidance (Oct 2009)• Care Quality Commission consultation on compliance guidance for registration standards• Consultation response to the NHS Constitution• DH consultation on regulations for Office of Health Professions Adjudicator• European Commission's proposal - Scottish Government Health Directorates• European Commission's proposal - Department of Health England	
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<ul style="list-style-type: none">• Health Select Committee inquiry into Patient Safety• Prime Minister's Commission on the Future of Nursing and Midwifery• Response to HPC consultation on post registration qualifications• Response to GOC consultation on changes to Fitness to Practise Rules• Response to GMC consultation on dealing with cases at the end of an investigation• Response to Department of Health consultation: Developing the healthcare workforce• Response to Department of Health consultation: Healthy Lives, Healthy People• Home Office Review of the Notifiable Occupations Scheme• Response on Scottish Devolution consultation• Response to green paper on European Workforce for Health• Response to Legal Services Board consultation on Regulatory Independence• Response to Welsh Rural Health Plan• Responsible Officer Regulations and Guidance• Response to the Welsh Assembly Government consultation: Putting this right – better way of dealing with concerns about health services (Apr 2010)• Response to the NMC consultation on raising and escalating concerns (Mar 2010)• Response to Health Service Ombudsman consultation on sharing and publishing information about complaints (Mar 2010)• Response to the GMC review of medical education	
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<ul style="list-style-type: none">• Response to GOC consultation on licence to practise• Response to GMC consultation on revalidation• Written evidence to Regulatory Reform Committee inquiry• Response to European Commission consultation on smart regulation• Response to Department of Health's consultation on proposed duty of co-operation• Response to the Scottish Government's regulation of independent healthcare consultation• Response to the GDCs' ethical advertising consultation• Response to the GDC's consultation on its revalidation proposals for dentists• Response to the DH consultation on fitness to practise adjudication• Response to the DH(England) consultation on 'liberating the NHS' white paper• Response to the DH consultation on the NHS consultation and whistleblowing• Managing extended practice: Is there a place for distributed regulation? CHRE report• Update on the international observatory on health professional regulation• Video on public's views on their health professionals• Press releases (2006-2010)• Latest news• View point articles	
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