

# Freedom of Information

Publication Scheme

2022



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## 1. INTRODUCTION

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- 1.1. We have published the scheme to meet the requirement of section 19 of the Freedom of Information Act 2000 (FOIA). The purpose of the FOIA is to promote greater openness and transparency by public authorities, and in drawing up our scheme we have taken into account the kind of information requests we have received to date.
- 1.2. We will review the scheme at regular intervals and monitor how it is operating.
- 1.3. This Publication scheme is a guide to the information routinely published by NHS Property Services. It is not a list of actual documents, since this will change as new material is produced, but it is rather a description of the classes or types of information available.
- 1.4. The person responsible for the publication scheme on behalf of NHS Property Services is Kevin Gauchan, Information Governance Officer. Most publications can be downloaded directly from our website [www.property.nhs.uk](http://www.property.nhs.uk)
- 1.5. At present, all the information we proactively release is available free of charge on our website. If we do not proactively publish certain types of information, we will provide advice on how to request it.

## 2. CHARGES

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- 2.1. Charges made by NHS Property Services for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.
- 2.2. Charges may be made for actual disbursements incurred such as:
  - Photocopying,
  - postage and packaging,
  - the costs directly incurred as a result of viewing information.
- 2.3. Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 2.4. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.
- 2.5. If a charge is to be made, confirmation of the payable amount due will be given before the information is provided. Payment may be requested prior to provision of the information.
- 2.6. Written requests for information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **3. WHO WE ARE AND WHAT WE DO?**

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3.1. We are a government-owned company which exists to help the NHS get the most from its estate and ensure that it is consistently fit for purpose so that healthcare professionals can deliver excellent patient care.

3.2. More information can be found at:

[NHS Property Services | About us | NHS Property Services](#)

<https://www.property.nhs.uk/media/3111/introduction-to-nhsps.pdf>

### **4. WHAT WE SPEND AND HOW WE SPEND IT.**

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4.1. Did you know that in 2020/21, we helped set up 250 vaccination sites to support the COVID-19 vaccine rollout?

4.2. Find out more about the impact of our estates strategy, how we rebalanced our service delivery model and how we've been supporting our customers during the COVID-19 pandemic in our annual report:

[NHS Property Services | Our Annual Reports](#)

4.3. View key stats from our Annual Report, highlighting how we worked to support the wider healthcare system during one of the most extraordinary years in NHS history:

[Annual Report Infographic Working \(property.nhs.uk\)](#)

### **5. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING.**

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5.1. Our vision is to be the best property and facilities provider to the NHS.

5.2. More information can be found at:

[NHS Property Services | Our Strategy, Vision And Values](#)

### **6. POLICY PROPOSALS AND DECISIONS.**

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6.1. Our policies set out how we operate with our customers, other NHS organisations and the wider healthcare system to help support the delivery of the NHS Long Term Plan.

6.2. More information can be found at:

[NHS Property Services | Our Policies](#)

### **7. LISTS AND REGISTERS.**

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7.1. Available on request.

## **8. THE SERVICES WE OFFER.**

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8.1. Information about the services we offer can be found at:

[NHS Property Services | Services](#)

## **9. FOI DISCLOSURE LOG**

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9.1. As part of the information that falls under these specific categories, we are committed to publishing responses to request made under the Freedom of Information (FOI) Act 2000 and the Environmental Information Regulations (EIR) 2004, which we feel are of wider public interest.

9.2. More information can be found at:

[NHS Property Services | Published Freedom Of Information Requests](#)

## **10. FOI STATISTICS**

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10.1. Our FOI statistics page shows the number of Freedom of Information requests received and how we have responded.

10.2. The information on this page will be updated each quarter and includes:

- Number of requests received.
- Compliance rate in percentage.
- Number of requests not held.
- Number of requests provided in full.
- Number of requests provided in part.
- Number of requests refused.
- Most common exemption applied.
- Information about the two most common exemption.
- Number of internal reviews.

10.3. More information can be found at:

[NHS Property Services | Freedom of Information statistics](#)