

Paper 11 – Publication Scheme

Public Health Reform Programme Board – 23rd July 2018

PUBLIC HEALTH REFORM PROGRAMME BOARD PUBLICATION SCHEME

This publication scheme commits the programme board to make as much information available as possible as part of its normal business activities.

The scheme commits the programme board:

- To proactively publish or otherwise make available as a matter of routine, all programme papers and related information, unless there is good reason not to.
- To use the reform programme’s website to make such information routinely available so that it can be easily identified and accessed by interested partners and members of the public.
- To review and update on a regular basis the information it makes available on its website and elsewhere.

The information we intend to share

Who we are and what we do	Information regarding who we are, our purpose and remit and how we are structured, including ways to contact us.
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement and shared services.
What our priorities are and how we are doing	Details of our blueprint, commissions process, performance information, project and programme plans, Gateway Review assessments and other forms of internal and Parliamentary review.
How we make decisions	Policy proposals and decisions, including minutes of meetings, decision making processes, internal criteria and procedures and consultations.
Our policies and procedures	All written protocols for delivering our programme functions and responsibilities, including related guidance

The information which we cannot share easily includes:

- Information where disclosure is prevented by law, or is exempt under the Freedom of Information Act, or is otherwise properly considered to be protected

from disclosure. For example, papers containing sensitive personal data where an individual or group could be easily identified.

- Information in draft form.

Where it is within the capability of the programme board, information will be provided on the public health reform website. This will include redacted versions of protected documents where it is possible to do so. All information in draft form or material which cannot be disclosed in a redacted fashion will be shared for internal use via the Improvement Service Knowledge Hub portal.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience to those with an interest in the reform programme. All material which is published and accessed on the website will be provided free of charge.

Where a request is made for an alternative arrangement to the website for those who cannot reasonably access that source, we will arrange to send out the material in paper copy.

PROCESS

The programme team will share this publication brief widely and will arrange for three checkboxes to be added as part of a cover paper for future programme board papers. This will allow authors to confirm whether their specific document is to be published “as is” on the website (public release), or as a redacted version (redacted public release) or on the Knowledge Hub (limited programme release).