



Freedom of Information

Annual Report
2006-2007

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1. INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (FOISA) was introduced on 1st January 2005. The Act requires all public authorities in Scotland to make any information they hold available on request. The implementation of the Act required the development of an entirely new system to manage requests for information, as well as changes in our individual and organisational attitudes to the confidentiality of the information we produce and of our internal and external communications.

As FOISA introduced new concepts, the first year tested out the procedures which had been put in place following implementation. Systems were audited and developed and the protocol was reviewed and updated in November 2006.

This second year has seen a rise in requests. During 2005/06 a total of 104 requests were received with 138 being received. During 2006/07 an increase of 32.6%.

This Annual Report aims to set out the impact of the FOISA on the organisation and demonstrate how we have performed against key performance indicators. The report covers the period 1st April 2006 to 31st March 2007 the second full year following implementation of FOISA. We have been able to start to produce more meaningful data by providing a comparison with activity in the previous year (1st April 2005 – 31st March 2006).

The range of requests has remained much the same, with the majority coming from the media. Many requests for from this source are for data compiled by the Information Services department, requests which are sent to all the Health Boards to build a picture of a particular situation across Scotland. Alcohol and drug abuse statistics, the cost of compensation claims and directors' and consultants' salaries have been common themes as well as catering costs and information about drug prescribing. A full list of the requests received during 2006/07 is provided in Appendix 1.

2. IMPLEMENTATION

2.1 Publication Scheme

The FOISA requires each public authority to draw up a publication scheme. The publication scheme sets out the documents which the organisation will routinely make available to the public, the organisation's contacts and the fee charging scheme. The Scottish Executive Health Department established a national working group to develop a model publication scheme for all NHS organisations within NHS Scotland to sign up to. This publication scheme was approved by the Scottish Information Commissioner on 16 June 2004 and is posted on the NHS Borders website (www.nhsborders.org.uk).

2.2 Request Handling

A database has been established to record requests and produce appropriate activity reports. The database records the date of receipt and response, who is handling the request, the date the response is made and any exemptions or other issues. We currently supplement this system with a manual tracking system which allows any member of the team to establish at what stage the request is, as well as providing a visual reminder of the due date of each response.

2.3 Reporting Arrangements

During the early implementation period, quarterly reports were presented to Borders NHS Board. Once the system was established, regular activity reports and an Annual Report for 2005/06 were presented to the Caldicott/Information Governance Group. The Caldicott Group/Information Governance Group has a remit of monitoring information governance

issues and developing a framework for ensuring the organisation meets the national information governance standards.

3. ACTIVITY

3.1 Categories of Requests

During 2006/07, the highest number of requests, 74 (53.6%), were from the media - increase of 34% on last year's activity. The highest increase in the number of requests was from members of the Scottish Parliament which rose from only 8 requests in 2005/06 to 27 in 2006/07. Only 17.3% requests were made by members of the public.

Table 1: Activity by Category

	April 06 – Mar 07	Apr 05 – Mar 06
Commercial	8	8
Other Health Board	1	0
Media	74	55
Public	24	29
Scottish Parliament	27	8
Staff / Union	2	0
Voluntary Sector	2	2
Other	0	2
Total	138	104

3.2 Response Times

The FOISA requires public authorities to respond to requests by the 20th working day following receipt of the request.

The table below sets out our compliance with the statutory deadlines.

Table 2: Compliance with 20 working day deadline

	Apr 06 - Mar 07	Apr 05 – Mar 06
Total number of requests	138	104
No of requests answered within 20 working days	135	101
No of requests answered in more than 20 working days	3	3
Median no of days taken to respond to requests	16	15

Of the 138 requests received 3 requests (2.1%) breached the 20 working day deadline. These requests and the reason for missing the deadline are set out overleaf.

Table 3: Details of requests where an extension to the response time was requested

Request ID	Response Time	Reason
49-06	21 days	<p>Request for annual payments made to GPs since 2002, the number of GPs at each practice, together with a breakdown of payments.</p> <p>Directors of Finance across NHS Boards in Scotland were conscious of the need to ensure all Boards were including consistent information in their individual responses. The discussions at a national level delayed the preparation of a response. The response then had to be agreed by relevant Board Executive Team members.</p> <p>The applicant was contacted prior to the deadline to explain the likely additional time required and this was accepted by the applicant.</p>
71-06	25 days	<p>Request on where/when a patient would be issued with TED stockings.</p> <p>This was a follow up to a previous request (56-06) on theatre protocols. The applicant sought info on when a patient would be issued with Thromboembolism Deterrent (TED) stockings. Obtaining the information took some time as this required to be checked with a wide range of staff to ensure that the process described was the same across all surgical specialties</p> <p>The applicant was contacted prior to the deadline to explain the likely additional time required and this was accepted by the applicant.</p>
83-06	21 days	<p>Request for list of expenses claimed by the Chief Executive and the Chairman.</p> <p>This information is not routinely collated, however, it was decided that a response should be provided. The information therefore had to be manually collated from the paperwork which took some time. There was then additional time required whilst the response was approved by the relevant Board Executive Team members.</p> <p>The applicant was contacted prior to the deadline to explain the likely additional time required and this was accepted by the applicant.</p>

When it appears likely that a deadline will be breached, it is our policy to contact the applicant and explain the reasons for the possible delay. In each case the applicant has responded positively to this approach and accepted the reason for an extension. Under the FOISA, the applicant's agreement to a delayed response does not alter the outcome. It still constitutes a breach of compliance and we record them as such. However, none of these cases has resulted in a request for an internal review or a complaint to the Information Commissioner.

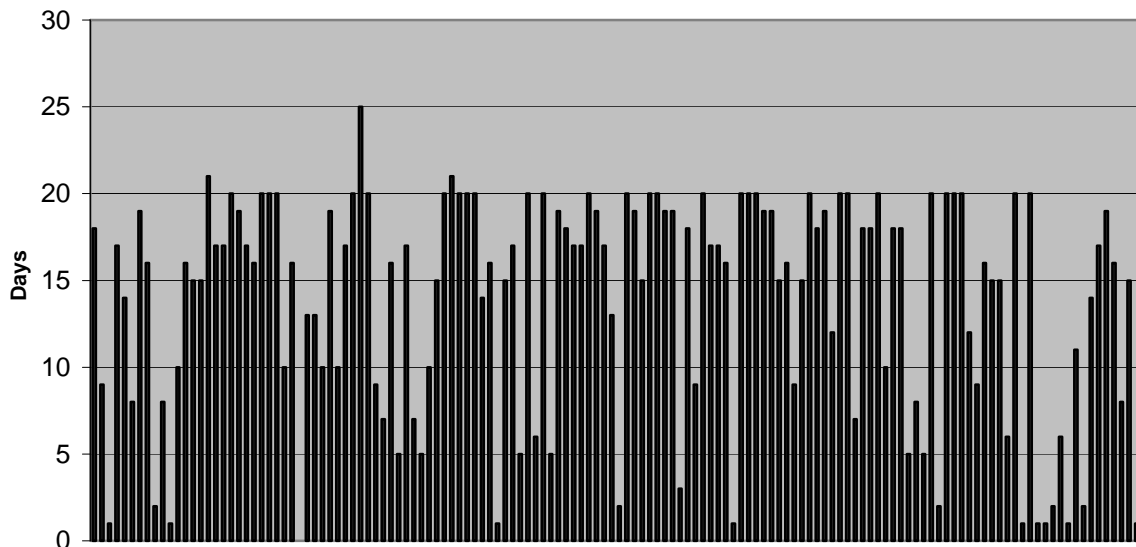
The response time varies greatly depending on the type of request. Some can be answered within a day, for example, when the request is for a copy of a particular document. Other requests are very complex. They may require information to be collected from a number of sources, such as requests for 'all minutes, reports, e-mails and correspondence' relating to a particular topic. Other requests are for data which we hold, but which we do not routinely

report on. Wherever possible, we provide the information in these cases, but it often takes time to collate the information.

The graphs below show the response times for April 2006 – March 2007 and April 2005 – March 2006.

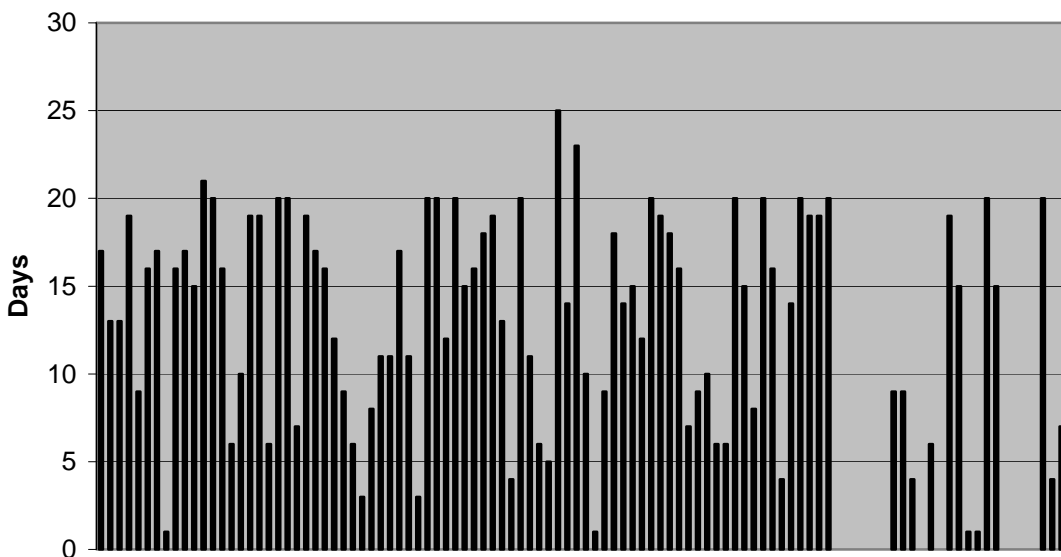
Graph 1: Response Times 2006/07

Response Time (Days) Apr 06 - Mar 07



Graph 2: Response Times 2005/06

Response Times (Days) Apr 05 - Mar 06



3.3 Outcome of Requests

It is not always possible to provide the applicant with all the information they have requested. This may be because we do not actually hold all of the information, or because some of it falls into one of the exemption categories (see 3.4).

In some cases, retrieving and collating the information would prove too costly. In these cases, the direct and indirect costs of locating, retrieving, collating and providing the information are calculated against the formula set out in the Fees Regulations, and if they exceed £600.00, we are entitled to decline to provide the information to the applicant. This is often the case where records are kept in manual files, and to retrieve and collate the information would take a considerable number of staff hours.

Of the 138 requests 65 (47.1%) were provided with all the information requested. Overall, 78% of applicants received all or part of the information they requested.

Table 3: Outcome of requests

All Information Released	65
Information part released	43
Information not held	30
Information withheld - cost of compliance	16
Other (further clarification, invalid request, request withdrawn, info already published)	3

3.4 Use of Exemptions

Under FOISA a public authority can refuse to provide requested information that it holds if the information falls within one or more of the categories of exempt information listed in Part 2 of the Act. Exemptions may be applied to all of the information requested or to only part of a request. One or more of the exemptions was applied to some, or all of the information considered in 5 (3.7%) of the 138 requests received. The most commonly applied exemption relates to Section 38 – Personal Information. Often this means that the information requested is protected under the Data Protection Act 1998. Appendix 2 provides more detail on the use of exemptions.

Table 4: Use of exemptions

	Apr 06 – Mar 07	Apr 05 – Mar 06
Section 25 Information otherwise accessible		2
Section 27 Information intended for future publication		1
Section 29 Formulation of Scottish Administration Policy etc.		1
Section 33 Commercial interests and the economy		1
Section 38 Personal Information	4	3
Section 39 Health, Safety And The Environment	1	
Total	5	8

3.5 Resource Implications

In order to address resource issues and to monitor the time spent dealing with FOI requests individual departments have been asked to log the amount of time spent dealing with FOI requests. The majority of people involved in providing responses consider this to be part of their general workload and do not record the time it takes to complete the task. As yet detailed information has not yet been returned to the FOI office. However, in responding to FOI requests, the following levels of staff made a significant contribution to the response: -

Table 5: Staff groups contributing to responses during 2006/07

Staff type	number of contributions to a response
Managers & staff	74
Senior managers	53
Directors	34
Nursing	16
Allied Health Professionals	10
Consultants	4

The following departments have been involved in providing responses to requests:-

Table 6: Departments contributing to responses during 2006/07

Department	number of contributions to a response
Information Management & Technology	27
Finance	25
Business Management	20
Human Resources	15
Estates & Facilities	7
Catering	5
Surgical Services	5
Women's Health	5
Anaesthetics	4
Health & Safety	4
Primary and Community Services	4
Pharmacy	4
Drug & Alcohol Addiction Team	3
General Managers	3
Public Health	2
Laboratories	2
Occupational Health	2
Radiology	2
Dental	1
Physiotherapy	1
BIAS	1

The Information department provide a significant number of responses. This is usually in the form of activity data. The Information department treats these requests as part of their workload of ad hoc requests at present.

The Finance department also handle a number of requests. These requests are generally for information on salaries of key staff groups or the cost to the organisation of specific initiatives.

Many of the requests require input from more than one department.

2. INTERNAL REVIEW

Under FOISA, when the organisation withholds requested information or does not comply with any aspect of FOISA, the applicant is entitled to request that the organisation review its decision or the way in which the request was handled.

A panel that includes a Non-executive Director and a Director carries out the internal reviews. The panel has the option to uphold or overturn the original decision, or partially uphold the original decision and release some of the requested information.

No Internal Reviews were requested during the period 1st April 2006 – 31st March 2007.

3. REVIEW BY THE OFFICE OF THE SCOTTISH INFORMATION COMMISSIONER

The Office of the Scottish Information Commissioner (OSIC) is responsible for enforcing the Freedom of Information (Scotland) Act 2002. The Commissioner has legal powers to ensure the public's right to freedom of information is upheld.

If an applicant is dissatisfied with the outcome of an internal review, he or she may apply to OSIC to request an investigation.

No OSIC reviews were requested during the period 1st April 2006 – 31st March 2007.

4. MONITORING

The Business Management Department maintains a register of all requests for information other than those requesting information which has already been published on the NHS Borders website. The register includes the action taken on each application, any fees charged, the time taken to fulfil the request. This register also helps to ensure consistency in dealing with requests, by providing information on whether similar requests have been made and what information was provided, exemptions claimed and any reviews carried out.

5. CHALLENGES

Since the introduction of the FOISA several issues in the management of FOI requests have been highlighted:

5.1 Resource Implications

At the present time there is no detailed information available on the amount of time staff spend responding to FOI requests (see 3.5 above). A request for this information is included in the standard e-mail request sent to staff. However, to date the information has only been provided on three occasions. Following up to collect this information is time consuming and does not add value to the process.

Now that FOISA has become part of our services, the majority of staff consider this work to be part of their normal duties.

The Business Management Department has recruited an additional member of staff who assists with FOISA request handling. This has helped to spread the workload, particularly at times when a large number of requests are received over a short time period.

5.2 Deadlines

Difficulties in meeting the 20 working day deadline have been experienced when the request requires the collation of large quantities of correspondence which also has to be checked and redacted prior to release.

There have also been instances where third party information may be identified quite late on in the collection process and there can be difficulties contacting the individuals concerned.

Responses can be delayed where it has taken a considerable amount of time to collect and collate the information and it then has to be checked by a senior manager or a member of the Board Executive Team.

5.3 Staff Awareness

Awareness raising and training sessions were undertaken with a range of staff groups prior to implementation of FOISA and all staff were provided with a leaflet. An information sheet about FOISA and how it impacts on the staff of NHS Borders is provided in the induction pack which all new staff receive. There is also an FOI intranet page which has been available to staff since September 2006.

A number of staff have considerable experience of responding to FOISA requests, however, we recognise that some departments need some additional training. Further awareness raising sessions are planned during 2007 for managers and staff.

5.4 Application of Exemptions

Interpretation of the correct exemption to apply and national guidance is being developed by the OSIC on an ongoing basis.

In addition, the Data Protection Act is frequently a factor in withholding information as, in a small Board such as NHS Borders, requests for information on posts, grades, salaries and place of work could easily allow individual members of staff to be identified and there would be an expectation among most staff that this information would be confidential. The Business Management department consults with the Data Protection Lead on these issues.

5.5 Availability of Information

One of the main reasons for information not being provided to an applicant is the fact that within NHS Borders the information is not available in a format that is easy to collate, e.g. information held in personnel files which would necessitate a manual trawl of the hard copy records. This applies to many of the requests for information from the Human Resources Department. In these cases, collection of the information is deemed too costly to collect and the exemption for Excessive Cost of Compliance is frequently used.

List of information Requests Received 1st April 2006 to 31st March 2007

ID	date request received	response time (Days)	category	details of request
34	3-Apr-06	18	Public	Info on Board vote on 30/03/06 - how many NHS Borders Committee members voted, what was the result of the votes cast, names of each committee member and how they voted. At what stage is it open to applicant to express disapproval?
35	5-Apr-06	9	Media	Amount paid by the NHS Board to private individuals in compensation claims for each of the past two financial years, broken down by year and the amount of compensation currently being claimed against the NHS Board by private individuals.
36	4-Apr-06	1	Scottish Parliament	How much does each hospital recoup in car parking tickets and fines, what is the provision of free car parking spaces at hospitals compared to fee-paying spaces broken down from 1999 until present.
37	5-Apr-06	17	Public	To provide a copy of the recording, or a copy of the transaction from the meeting held in the Tait Hall, Kelso on 30th March 2006.
38	5-Apr-06	14	Staff	Details of salaries for CE, Employee Dir, Dir of Nursing & Midwifery, Medical Director/Chr Clinical Exec, Dir Integ Health Serv, Dir Pub Health, Dir Org Chng & Developmnt, Dir of Finance, Director of Corp Mngmnt & Perf, HR Dir.
39	6-Apr-06	8	Media	Number of heterosexual married couples, heterosexual unmarried couples, same sex couples, single women given any type of fertility treatment under the NHS or privately and type of treatment and outcome (pregnancy, miscarriage, live birth) over past 5 years
40	6-Apr-06	19	Media	No of females under 16 prescribed/given the contraceptive pill, emergency contraception at family planning clinics, GP clinics, and youth services each year for last 5 years and same information for all females.
41	11-Apr-06	16	Scottish Parliament	Cost of lease cars in last 5 years, make of car and subsidy used
42	12-Apr-06	2	Media	Number of tattoo removal operations and the total cost of these operations
43	11-Apr-06	8	Media	Number of pregnant smokers and what percentage have been prescribed nicotine replacement therapy in last 5 years,
44	11-Apr-06	1	Media	Number of gastric banding, liposuction, stapling and other weight reduction procedures carried out in last 5 years
45	13-Apr-06	10	Media	Cost per day for patient meals, broken down by cost per meal, variations between hospitals, costs for each hospital, for last 5 years
46	21-Apr-06	16	Media	Number of doctors, nurses, other staff suspended for medical fraud, length of suspensions Number of doctors, nurses, other staff suspended for bullying, length of suspensions
47	21-Apr-06	15	Media	Number, doctors, nurses, other staff off sick due to stress, average length of sickness absence, type of job, cost of sickness absence to health board

ID	date request received	response time (Days)	category	details of request
48	21-Apr-06	15	Media	Cost of agency nurses, locum doctors in last year, highest amount paid for one shift for agency nurse, locum doctor
49	26-Apr-06	21	Media	Annual payments made to GPs since 2002, number of GPs at each practice, list by practice and year. Breakdown of payments made, e.g. OOH, QOF etc
50	26-Apr-06	17	Media	Waiting times for tonsillectomy, heart by pass, knee replacement from GP referral and from first OP appointment
51	19-Apr-06	17	Media	Number of leased cars, total cost, types of cars leased, what position a person has to be in to qualify for a leased car
52	29-May-06	20	Media	How many computer files with the extension mp3 or other music files stored on health board computers
53	20-Apr-06	19	Scottish Parliament	Purchase price and projected costs associated with development of Westgrove
54	20-May-06	17	Scottish Parliament	Transcript of the Board meeting when issue of cottage hospitals was discussed
55	1-May-06	16	Media	Details of outstanding bills for medical treatment to uninsured foreign nationals - how long outstanding, who owes the money, country of residence and steps taken to recover money
56	28-Apr-06	20	Public	Copy of the protocol/procedure for preparing patients for going to theatre
57	30-Apr-06	20	Public	Cost of nurse training, how much equipment damaged or stolen, additional facts about security measures
58	2-May-06	20	Media	Duration, cost and purpose of hire, mileage travelled, who used car, which department budget met the cost, make and model of car for each lease car contract
59	2-May-06	10	Media	How much spent on taxis for staff in past 5 years, by department, explanation and cost for groups of workers who have taxi bills paid for them
60	11-May-06	16	Media	What items reported stolen for each of the past 3 years + est value. Copies of all correspondence, docs, memos, e-mails, notes of phone calls and other documentation relating to the problem of theft.
61	9-May-06	1	Commercial	Provide monthly main board reports on an ongoing basis
62	10-May-06	13	Media	How many patients with post menopausal hormone receptor-positive early invasive breast cancer treated in Feb, Mar, Apr, May, Jun, Jul, Aug, Sept, Oct, Nov, Dec 05 & Jan, Feb, Mar 06 and same for women.
65	10-May-06	13	Media	How many addition breast cancer patients became eligible for an aromatase inhibitor when the SMC issued their advice on letrozole on 7/3/05, Anastrozole 1mg on 12/9/05. How many of the newly eligible patients referred to were receiving an aromatase inhibit
66	10-May-06	10	Media	From 2005 has ADTC considered the treatment of breast cancer patients with Anastrozole 1mg, Exemestane 25mg or Letrozole? Since start 05 what judgements has ADTC made about the treatment of breast cancer patients with Anastrozole, Exemestane or Letrozole

ID	date request received	response time (Days)	category	details of request
67	17-May-06	19	Media	For each year since 2000 no of complaints of bullying against Drs, nurses, midwives, other staff - no upheld, disciplinary act, harassment - upheld, disciplinary action, sexual harassment - upheld, disciplinary act, unfair dismissal - upheld, settled, costs, legal cost
68	16-May-06	10	Media	Number of under 18 year olds who have had cosmetic surgery by age group and procedure, NHS and private in last 5 years
69	11-May-06	17	Public	Details of use of botulinum toxin in limb spasticity treatment, quantities used annually, no. of patients, average quantity per treatment
70	26-Jun-06	20	Media	From September 05 total number of staff employed, number of nurses, how many admin & clerical staff, how many non-medical staff earn in excess of £100k for 1996,1999 and the present day.
71	30-May-06	25	Public	Where/when would a patient be issued with TED stockings
72	6-Jun-06	20	Public	Various questions relating to funding for cancer/MS/arthritis treatments, mental health care and GPs. Various questions relating to hospital care performance. Requested that data relates to the last financial year or latest available.
73	8-Jun-06	9	Scottish Parliament	Annual budget for patient meals & daily budget per patient for each hospital broken down by year since 1999. Catering facilities in each hospital. Whether internal or external catering contracts.
74	12-Jun-06	7	Commercial	No of patients scanned by MRI during 05/06. What is your waiting list no for MRI. Do you subcontract MRI scanning to any private facility. How many referrals have you made to any MRI facility outside your own area?
75	13-Jun-06	16	Scottish Parliament	The number of armed forces recruitment/information visits staffed by armed forces personnel (including territorial) to NHS centres within NHS Borders since March 2003.
76	14-Jun-06	5	Public	Number of doctors, nurses and AHPs currently suspended from work
77	15-Jun-06	17	Scottish Parliament	How many NHS staff have been made redundant each year since 1999 broken down by category of staff
78	26-Jun-06	7	Media	No of non-medical staff with salaries > £100k per yea. No of medical staff with salaries > £100k per year. For last five years with year by year breakdown. Highest salary paid to member of staff at present (non medical & medical)
79	28-Jun-06	5	Scottish Parliament	% of hospital meals are returned uneaten by patients Jun 05-Jun 06 broken down by hospital. % of hospital meals thrown away by each hospital Jun 05 - Jun 06
80	28-Jun-06	10	Scottish Parliament	Average waiting times for assessment for Free Personal Care in NHS Borders area for each year since 2002.
81	14-Jun-06	15	Media	Five largest salaries paid to consultants in 05-06, salary, area of specialty, number of hours overtime worked.
82	3-Jul-06	20	Public	Copy of the protocol, patient information leaflet and figures for deaths from pulmonary embolism for 2000-02 and 2003-05
83	4-Jul-06	21	Media	Details of Chair and Chief Executive's expenses for 04-05 and 05-06
84	5-Jul-06	20	Media	Number, title and salary for posts which have been vacant for over 1 year

ID	date request received	response time (Days)	category	details of request
85	5-Jul-06	20	Media	Number of staff who left, resigned, dismissed, medical retirements in 04-05 and 05-06 and the 3 most common reasons for resigning
86	5-Jul-06	20	Media	Number medical and nursing staff employed, medical and nursing staff vacancies, target levels of medical and nursing staff
87	11-Jul-06	14	Media	Number of actions since 2000, number settled out of court and amount, number settled within one month of coming to court, number where court awarded payment.
88	11-Jul-06	16	Media	Breakdown of medical accidents where patients were injured or fatally harmed since 2000, number of drug errors, surgical errors, nursing errors. Breakdown of near misses, estimate for number of unreported medical errors and near misses.
89	12-Jul-06	1	Media	All information regarding errors made during IVF, numbers, dates, type of error, circumstances, resolutions, letter, name of patients
90	10-Jul-06	15	Public	Details of patient falls since 2001 in all hospitals, including age, gender, hospital, ward/dept, number of fatalities, by month and year
91	6-Jul-06	17	Scottish Parliament	How many young people undergoing rehabilitation for alcohol abuse broken down by age groups
92	24-Jul-06	5	Media	For every year since 99/00 No & % of GPs opt out from giving women permission for an abortion on ethical and moral grounds, no & % of 15-18 year old terminations) broken down by postcode, the average waiting time for a termination
93	24-Jul-06	20	Media	All correspondence since 01/01/06 between NHS Borders and Scottish Executive, relevant councils and the Catholic Church.
94	27-Jul-06	6	Media	How many foreign nationals hospitals treated in 96, 01 & 05. How many were charged in 96, 01 & 05 & how many of these invoices currently remain outstanding. How much in total is currently owed for the care of foreign nationals.
95	27-Jul-06	20	Media	Number of case notes reported missing, lost or stolen in the last two years broken down into categories for acute hospitals
96	27-Jul-06	5	Media	Number of non-urgent flights for patients paid for and overall costs in past two years and details of the three most expensive flights
97	3-Aug-06	19	Commercial	Details of all health and safety training undertaken or attended by the following members of staff from 1 January 2000 onwards.
98	4-Aug-06	18	Public	The number of GPs who have not had their contract renewed with NHS Borders in the last 12 months, broken down into respective surgeries The grounds/reasons the contract of these GPs renewed
99	8-Aug-06	17	Media	How much the NHS board spent on providing alternative therapies, such acupuncture, reflexology and aromatherapy, in the last financial year and any previous years for which information is available. An indication of how much was spent on each type of therapy.

ID	date request received	response time (Days)	category	details of request
100	8-Aug-06	17	Scottish Parliament	List the shareholdings and value of NHS endowment funds which NHSB has invested in companies which trade in tobacco, alcohol, arms
101	8-Aug-06	20	Media	Details of annual spending (or most recent year available) by NHS Borders on all aspects of care and treatment in the following areas: a/ - Cancer, b/ - Coronary heart disease, c/ - Mental health. With the figure broken down by the total budget per annum AND the figure per head of population.
102	9-Aug-06	19	Commercial	Latest editions of the following documents for NHS: - Annual Report and Accounts 2004-2005 (or 2005-2006 if available); - Director of Public Health Annual Report 2004-2005 (or 2005-2006 if available); - Business Plan (2006 onwards); - Clinical Governance Annual Report 2004-2005 (or 2005-2006 if available); - Business Plan (2006 onwards); - Local Health Plan. Also, do the Community Health Partnerships produce their own documents?
103	31-Aug-06	17	Public	All sensitive handling and disposal of foetal remains policies current in place. What is included - e.g. regardless of gestation, lost through ectopic pregnancy, lost through miscarriage, lost through termination, that represents a pregnancy. If any of the above are not included in the sensitive handling policies how are they disposed of. Any guidelines surrounding consent for disposal of foetal remains by parents and what is included.
104	5th Sep 06	13	Media	Various issues re bone allograft products
105	5-Sep-06	2	Scottish Parliament	Average and maximum waiting times for GDS services other than routine examinations
106	8-Sep-06	20	Media	Number of cancelled operations in last 3 years with type of procedure and reason for cancellation. Total number of procedures carried out in these years. If this is not possible, the number of procedures deferred because the hospital was too busy or understaffed.
107	13-Sep-06	19	Scottish Parliament	Since 1999 how much has been spent in each year on hospital security measures broken down by each establishment and what was provided - CCTV, security guards etc. Also how many assaults have taken place on hospital grounds broken down by both staff assaults and patient assaults?
108	18-Sep-06	15	Commercial	Numbers of long stay beds for mental health - adults. Number of rehabilitation beds for mental health - adults. Number of acute admission beds for mental health - adults. Number of ICPU, HDU and forensic beds for mental health
109	20-Sep-06	20	Media	How many complaints of bullying or harassment and physical assault has the Board received from staff about an incident involving another member of staff in the years between 1999 and 2006? How many of these complaints resulted in a member of staff being dismissed as a result of their actions.
110	25-Sep-06	20	Media	All documentation held relating to the operational implications of patients being overweight or obese from 01/01/2004 to the present date. Includes memos, policy statements, guidance to employees - inc nursing and medical staff, e-mails briefing notes, reports to senior management, reports of injuries caused to medical staff related to this issue.

ID	date request received	response time (Days)	category	details of request
111	28-Sep-06	19	Public	Consent documentation used and procedure followed to obtain consent on 21/05/2001
112	28-Sep-06	19	Voluntary Sector	Amount of money spent on the provision of equipment to disabled children in your area, this spend as a percentage of the overall equipment budget for that period, amount of applications for children's equipment that were approved and the amount denied in this period, the average waiting time for assessment and delivery of children's equipment.
113	21-Sep-06	3	Scottish Parliament	Details of the amount of money received from the Scottish Executive and a breakdown of what that money is spent on for each of the last three years in relation to Drug and Alcohol Action Team.
114	2-Oct-06	18	Public	Detailed information regarding doctors, dentists, nurses, AHPs and all other clinical and non-clinical staff excluded, suspended or on other types of imposed leave over last 5 years
115	6-Oct-06	9	Media	Information and documentation relating to effectiveness of blood banks across Scotland and how many times they have either been closed or investigated in the past 2 years
116	10-Oct-06	20	Media	Information on feedback from patients on hospital food. Documents prepared for NHS managers, heads of dept, board members, policy making staff and guidance to senior staff on the preparation of meals. From 1/1/05 to the present date.
117	10-Oct-06	17	Media	Information regarding the use of private gym, fitness centre and health club facilities by NHS organisations as a means to treat ill-health among patients and among the general public from 1/1/2003 to the present.
118	10-Oct-06	17	Media	Information relating to instances where patients have refused blood transplants on personal preference grounds e.g. a person refusing blood that they suspected might have originated from a person of another race, or a person of a particular religion refusing a transplant where they suspected the blood might have come from someone of a different faith. Does not include the issue of some persons refusing outright blood transfusions on faith grounds, such as Jehovah's Witnesses.
119	20-Oct-06	16	Media	How many cases of clostridium difficile have been diagnosed each year from 2000 to 2005 and so far in 2006. How many deaths where clostridium difficile was recorded as the main or contributing factor in each year as above.
120	25-Oct-06	1	Media	How much has been spent on tattoo removals over the past three years. Please provide data for each year, including the number of procedures, type of procedure - i.e. last treatment, skin grafts etc and total cost.
121	25-Oct-06	20	Scottish Parliament	English residents using Borders health services over past 4 years where a charge was levied, reports on impact, costs and staffing implications. Number of Northumberland residents who have accessed non-emergency services for each year since 1999
122	25-Oct-06	20	Scottish Parliament	Amount paid by Northumberland HC trust for each year since 1999 for Northumberland patients treated in Borders. Amount paid to Northumberland HC Trust for each years since 1999 for Borders patients treated in Northumberland

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123	25-Oct-06	20	Scottish Parliament	Number of people from Borders who travelled for treatment in Northumberland HC Trust each year since 1999 Number of people from Northumberland HC Trust who travelled for treatment in NHS Borders each year since 1999
124	31-Oct-06	19	Public	Fund contributed to by the community for the benefit of the nurses at Coldstream Hospital - confirm such a fund exists, indicate the present level of the fund, indicate the nature of any expenditure over the past year. outline how the Board proposes to fulfil the wishes of the Community in any future use of this fund. Community Hospital endowment funds, confirm if such a fund exists for Coldstream, how much is in the fund at present, indicate any expenditure set against the fund in the past year. Outline what the Board intends to do with the Endowment Fund.
125	6-Nov-06	19	Voluntary Sector	For the financial years 01-02, 02-03, 03-04, 04-05, 05-06 and current year to date - how many people did NHS Borders fund for care in a care home + how many people did NHS B fund for care at home (as described under section 12 of MEL (1996)22. What policies exist within your Health Board to ensure that eligibility criteria and protocols for the decisions on the provision of health services to meet continuing health care needs are consistent with MEL (1996)22 - include most recent copies of policies + ones previous to 2003. How are NHS Staff who have a responsibility for care assessment made aware that patients discharged from hospital into a care home might be eligible for continuing NHS Care - include copies of assessment tools and methodologies used by staff which evidence that patients are assessed against eligibility criteria for NHS continuing care. What information policies and protocols does your Health Board follow to comply with guidance under section 25 of MEL(1996)22. Include copies of information produced for patients to evidence that NHS B is meeting is responsibilities in regard to information provision to patients regarding NHS continuing care
126	15-Nov-06	15	Commercial	Who at NHS Borders is responsible for the provision of recycling services for old/obsolete IT equipment and which company provides these services at present.
127	13-Nov-06	16	Public	Full GP Name, Practice Address, GMC Number. *year of qualification, qualification, country or place qualification obtained - only if it have it/will not significantly delay the delivery of the data.
128	15-Nov-06	9	Scottish Parliament	Do we offer child care vouchers. If so when did we introduce this and how many employees have taken them up. If we do not offer vouchers at present do we have any plans to introduce a scheme in the future?
129	16-Nov-06	15	Scottish Parliament	How many private procedures have been carried out since 1999 broken down by the ten most common procedures. How many payments have been late and how many invoices remain unpaid and how much this amounts to in monetary terms.

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130	20-Nov-06	20	Media	How many staff are employed by your health board according to most recent figures? How many of this total are a) doctors and b) nurses? What is the optimum number of staff that the Board would like/is needed? I would like to know if there is a difference between actual number of staff and the levels it is felt are needed to provide the best service. An indication of how many more a) doctors and b) nurses are required would also be much appreciated. How many current job vacancies in the Board have remained unfilled for more than six months? How many of these are for a) doctors and b) nurses.
131	21-Nov-06	18	Public	The number of new buildings commissioned by the National Health Service Borders in the year 2005/06. The number assessed in terms of Building Research Establishment Environmental Assessment Method (BREEAM). Of those assessed in terms of BREEAM, the numbers that achieved the following BREEAM ratings - excellent, very good, good, pass.
132	17-Nov-06	19	Media	The number of medical terminations of pregnancy carried out in your health board area in the past five years. Within those figures, the number of terminations which were incomplete when the patient was discharged from hospital. (i.e. patient did not pass the products of pregnancy while on hospital premises and therefore is presumed or known to have done so elsewhere such as at home)
133	20-Nov-06	12	Scottish Parliament	How much was spent on private car hire for transporting patients and medical notes in each year since 1999
134	24-Nov-06	20	Media	How many children aged 12 or under have been admitted to hospital after ingesting a Class A drug between September 2005 and September 2006. How many children aged 12 or under have been admitted to hospital suffering from the effects of alcohol consumption between September 05 and September 06.
135	27-Nov-06	20	Scottish Parliament	Copies of all minutes (including draft minutes) at which consideration was given to close or rationalise services at Haylodge Hospital in Peebles for the period January 2006 to present.
136	4-Dec-06	7	Media	The number of procedures /operations that have had to be cancelled because the patient is overweight in 2004, 2005 and so far in 2006.
137	12-Dec-06	18	Scottish Parliament	Since 1999 how many newborn babies have been diagnosed with a drug addiction broken down by hospital and
138	12-Dec-06	18	Media	How many babies were born with a drug dependency in each of the last five years, broken down by each financial year, expressed also as a percentage or rate per 1,0000 of all births?
139	12-Dec-06	20	Media	How many elderly people in hospital, who had been assessed for nursing or residential care, died before securing a placement, in each of the past five financial years, broken down by individual year?
140	12-Dec-06	10	Media	In each of the past five years, broken down by each financial year, how many hospital patients' meals were left untouched or uneaten and of what percentage were these of the total number of patients' meals?

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141	19-Dec-06	18	Media	How many children aged 16 or under have been admitted to hospital after ingesting illegal drugs in each of the past five financial years, broken down by year? What drugs were involved? How many children aged 12 or under have been admitted to hospital after ingesting illegal drugs in each of the past five financial years, broken down by year? What drugs were involved? What has been the youngest age of someone to have been admitted to hospital after ingesting illegal drugs in each of the past five financial years, broken down by year? What drugs were involved?
142	19-Dec-06	18	Media	How many children aged 16 or under have been admitted to hospital after ingesting a Class A drug in each of the past five financial years, broken down by year? What drugs were involved? How many children aged 12 or under have been admitted to hospital after ingesting a Class A drug in each of the past five financial years, broken down by year? What drugs were involved? What has been the youngest age of someone to have been admitted to hospital after ingesting a Class A drug in each of the past five financial years, broken down by year? What drugs were involved?
143	19-Dec-06	5	Media	How many procedures or operations have had to be cancelled because the patient is overweight in each of the past five financial years, broken down by year?
144	27-Dec-06	8	Commercial	The number of variation orders to appoint to non-standard medical posts since 1 April 04 and the purpose of each application Number of doctors currently employed on non-standard titles/pay/terms and conditions, by job title, pay/terms and conditions and equivalence, if any, to a standard grade
1	18-Jan-07	5	Media	Security - the cost of paying for your security personnel and systems (i.e. CCTV) Training - the cost of training staff in conflict resolution training and other safety techniques, and the cost of covering their absence whilst they receive training Legal Costs - the cost of pursuing cases through the courts Staffing Costs - the cost of covering for absent staff, the cost of time off for leave and the cost of recruitment to cover absent staff.
2	12-Jan-07	20	Scottish Parliament	Average waiting times for audiology over the last 5 years. Waiting Time from GP referral to seeing a consultant and the subsequent wait from consultant to fitting of a hearing aid. Figures for pre-primary school children since referral from GP/health visitor to fitting of a hearing aid.

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3	16-Jan-07	2	Health Board	Agenda for Change matched job reports for all posts within Internal Audit. Up to date Agenda for Change job descriptions/profiles for all posts within Internal Audit.
4	18-Jan-07	20	Public	Private nursing home - Scottish Borders Council - when did NHS Borders submit comments and what were they?
5	18-Jan-07		Public	Day Care - partnership agreement with SBC re the move of day care from the temporary base at Roger Hall to the house at the hospital. Please supply all correspondence, e-mail telephone joint discussions with Scottish Borders Council covering the last three years.
6	22-Jan-07	20	Commercial	Number of sharps injuries for 2003, 2004, 2005, 2006 by type of sharp. Number of compensation claims as a result of sharps injuries. Average sum paid to each claimant.
7	23-Jan-07	12	Media	<p>Figures showing the value of prescription medicines which go unused by patients, and are returned to pharmacies in your health board each year for the past three years - if possible providing a breakdown of the figures for each type of medicine.</p> <p>Figures you have showing the value of any other medicines which are returned to your health board area each year for the past three years - if possible providing a breakdown of the figures for each type of medicine.</p>
8	29-Jan-07	9	Scottish Parliament	How many people addicted to heroin are registered to NHS Borders or one of our programmes and how the figures break down for each of the last three years.
9	30-Jan-07	16	Public	Most up to date information on how many cataract operations are carried out by NHS Borders per year.
10	31-Jan-07	15	Media	Number of operations and procedures cancelled because of dirty surgical instruments for the following years 2002/03, 03/04, 04/05, 05/06, 06/07 to date.
11	31-Jan-07	15	Media	Does NHS Borders employ PR consultants. If so, are they full time employees, and how many, or external consultants? What is the budgeted total cost to NHS Borders of using such a resource for the current, and the 2007/08 financial years?
12	13-Feb-07	6	Media	The number of staff disciplined for smoking on NHS Borders premises since 26th March 2006, including details of where the incident took place (e.g. ward, hospital grounds) and type of staff member involved (e.g. doctor, porter)
13	12-Feb-07	20	Scottish Parliament	What percentage and number of people have been removed from an NHS waiting list in each year since 1999
14	14-Feb-07	1	Media	IVF Treatment - how many applications the Board received, how many of these applications were from same sex couples, how many couples received IVF in the financial year 05/05, how many of these were same sex couples, the cost of treatment.
15	15-Feb-07	20	Media	How much funding was given to each individual GP's surgery covered by your area from 2000 to 2006? How many referrals were made in each year from 2000 to 2006 from each individual GP's surgeries to hospitals in your area? Of those referrals can you breakdown the numbers of each individual surgery to display how many patients were referred to specific hospitals?

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16	21-Feb-07	1	Media	How much income has been generated through car parking charges at NHS hospitals in each of the past five financial years, broken down by year?
17	21-Feb-07	1	Media	How many patients have been waiting for IVF treatment in each of the past five financial years, broken down by year? What have been the average waiting times for IVF treatment in each of the past five financial years, broken down by year?
18	26-Feb-07	2	Public	Request for copy of Child Protection Policy
19	26-Feb-07	6	Public	Mortality rates and 'history' for orthopaedic surgeons working in Borders General Hospital
20	23-Feb-07	1	Union	Any smoking policies to cover staff working in areas not covered by the Smoking, Health & Social care (Scotland) Bill
21	8-Mar-07	11	Public	Legal services - are these in house, outsourced or a mixture of both. Broad costings for the most recent financial year - analysed between in house and outsourced services. If outsourced anonymised copy of the partnership agreement.
22	12-Mar-07	2	Public	Names & addresses of hospitals where MRI is located, number of MRI at each location, for each location the magnet strength, the vendor of the magnet, the model of the magnet, the year of installation, in addition to the RF cage whether magnetic shielding has been installed to the magnet room in order to manage the static magnetic field of the magnet, in any of the installations are mobile units.
23	14-Mar-07	14	Media	The latest available figures on the number of appeals made by staff regarding Agenda for Change grading, including a breakdown by staff category
24	14-Mar-07	17	Media	Details on how often your maternity wards have been filled to maximum capacity. Please detail the hospital and the dates when maternity wards were filled to maximum occupancy. Detail your hospitals and the dates when maternity wards were filled to the extent that patients had to be sent either to non-maternity sections of the hospital or to other hospitals. Details of occasions when extra staff had to be drafted in so as to ensure the efficient operation of maternity wards operated by your organisation. All documents, reports, correspondence, letters, emails, memos, and other written and electronic material which relate to the issue of dealing with high demand for maternity wards and with the issues and challenges involved with ensuring the efficient operation of wards during times of high demand.
25	14-Mar-07	19	Media	Details of all alternative/complementary therapies offered to patients in your health board area and the amount of money it costs to provide them. I am seeking the information for all types of condition and for all types of alternative therapy in the last three years.
26	16-Mar-07	16	Scottish Parliament	Copies, including all drafts, of the last two staff surveys undertaken by your health board

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27	19-Mar-07	8	Scottish Parliament	The number of GP partnerships which have dissolved since the 2004 Primary Medical Services Act was introduced. How each was dealt with (e.g. Tendering, giving whole practice to one partner, directly employing GPs etc.)
28	22-Mar-07	15	Media	How many patients have been admitted to psychiatric wards (both voluntarily and involuntarily) citing drug misuse, and in particular, cannabis use as a reason, or contributing factor, in being admitted. Figures required for 2002, 2003, 2004, 2005 and 2006.
29	28-Mar-07	1	Media	The number of times that women in labour have been transferred from midwife-led units to consultant-led maternity units because of complications during labour. Please provide the information for the last five years.

Use of Exemptions 1st April 2006 – 31st March 2007

Request ID	Summary of Request	Exemption Used	Reason
38-06	Details of Directors salaries	Section 38 – Personal Information	Data Protection does not allow us to provide personal information. Applicant provided with Directors' salaries in bandings of £5,000 as per the agreed annual accounts disclosure requirement.
55-06	Details of outstanding bills for medical treatment which uninsured foreign nationals including how long these items have been outstanding, by whom they are owed, in which country they reside and what steps are being taken to recover these amounts	Section 38 – Personal Information	Data Protection does not allow us to provide personal information. Therefore we did not provide details of the individuals to whom the outstanding bills relate. All other information released.
57-06	Data on the NHS regarding its spending, specifically about how much is spent on training of nurses and how much equipment is damaged or stolen within the NHS (including information on security measures in place)	Section 39 (1), Health, safety and the environment	Security details within our facilities were not provided as this may have breached our Health & Safety policies. Other information released.
81-06	Details of the five largest salaries paid to consultant doctors working for NHS Borders	Section 38 – Personal Information	Data Protection does not allow us to provide personal information. The identification of individuals is prohibited in that it would breach the individuals privacy, and that includes information which would make identification possible. Being a small Health Board, the identification of individuals would be possible if we were to supply the information by the specialty. Applicant provided with consultants' salaries in bandings of £5,000 as per the agreed annual accounts disclosure requirement
92-06	Abortion statistics including how many 15 -18 year old pregnancies were terminated by postcode	Section 38 – Personal Information	Data Protection does not allow us to provide personal information. We did not provide the information broken down by postcode as the identification of individuals is prohibited in that it would breach the individual's privacy, and in an rural area such as the Scottish Borders which contains sparsely populated rural postcodes providing postcode information would potentially enable teenagers who have had a termination to be identified.