

GROUP 2: POLICY AND PLANNING

2A CORPORATE AND STRATEGIC PLANS

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	DHSSPS Corporate Plan 2001/02 – 2003/4	Sets out the Department's key strategic goals and targets	Post-Strategic Planning Branch Internet (www.dhsspsni.gov.uk)			18
2	DHSSPS Corporate Plan 2002/03 – 2004/05	Sets out the Department's key strategic goals and targets	Post-Strategic Planning Branch Internet (www.dhsspsni.gov.uk)			18

2B BUSINESS PLANS

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	Medical and Allied Services Business Plan	Sets out the business plan for the incoming year	Post, e mail, website			3
2	The Nursing and Midwifery Advisory Group Annual Business Plan	The annual Business Plan which sets out the aims and objectives of the Nursing & Midwifery Advisory Group to assist the DHSSPS to achieve its corporate aims and objectives	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free		4
3	Business Plans: 2000-2001:2001-2002:2002-2003 DHSS&PS Internal Audit Group	This document contains information concerning Internal Audit Groups Vision Statement, Mission Statement, Core Values and Strategic Aims.	Business Support Unit DHSS&PS Internal Audit Group 4 th Floor - Room 409 Londonderry House 21-27 Chichester Street Belfast BT1 4HT			6

No	Document	Description	Availability	Cost (if any)	Notes	RLO number
4	Corporate & Business Plans	These contain information concerning Health Estate's business objectives and targets for the coming year.	Assembly Library			9
5	Finance Directorate Business Plan 2001/02	This document details the Corporate Objective and Objectives of each Unit within the Directorate	Branch	N/A	To make available on DHSSPS Website	13
6	Financial Management Directorate – Strategic and Business Plan 2002-03	This document details the Strategic Objective and Objectives of each Unit within the Directorate	Branch	N/A	To make available on DHSSPS Website	13
7	Primary Care Directorate Business Plan	Key Output Areas, objectives, targets and lead responsibility	Hard copy, Website, Email	NIL		15

No	Document	Description	Availability	Cost if any)	Notes	RLO number
8	Business Plan 2002/2003	This plan for the Directorate of Health Services Audit sets out what the Directorate aims to achieve in the 2002/2003 year.	By Post from Health Services Audit Londonderry House 21 – 27 Chichester Street Belfast, BT1 4HT			16
9	Business Plan 2001/2002	This plan for the Directorate of Health Services Audit sets out what the Directorate aims to achieve in the 2001/2002 year.	By Post from Health Services Audit Londonderry House 21 – 27 Chichester Street Belfast, BT1 4HT			16
10	Priorities for Action 2002/03	Sets out overall planning goals for the HPSS for 2002/03 and key actions to secure their achievement.	Available on website (www.dhsspsni.gov.uk) Or from: Planning & Priorities Unit Rm 106, Dundonald House Upper Newtownards Road Belfast BT4 3SJ Tel: 028 9052 4998	Nil		17

No	Document	Description	Availability	Cost (if any)	Notes	RLO number
11	Priorities for Action 2001/02	Sets out planning priorities for the HPSS for 2001/02 and the objectives and targets that will ensure their achievement.	Available on website (www.dhsspsni.gov.uk) Or from: Planning & Priorities Unit Rm 106, Dundonald House Upper Newtownards Road Belfast BT4 3SJ Tel: 028 9052 4998	Nil		17
12	Business Plan for the Office of the Permanent Secretary					22
13	OHS Business Plans/OHS Corporate Plan/Balance Scorecard	These contain information concerning OHS business objectives and business targets for the coming year.	Post/Website	None		20

No	Document	Description	Availability	Cost (if any)	Notes	RLO number
14	Personnel Development Branch Business Plan	Annual branch business plan setting out objectives and targets for the year ahead	Post from PMB			23
15	DHSSPS Corporate Business Plan Summary	Summarised version of the annual corporate business plan issued to all staff	Post/Email			23
16	Dental Group Business Plan 2002/2003	Contains information regarding the business aims, objectives, targets and actions for the coming year	Dental Group DHSSPS Available on request by post	None	Available August 2002	1
17	DHSSPS – Post Registration Education Commissioning Plan 2002-2003	DHSSPS Commissioning Plan for 2002-2003 including membership of Education Commissioning Groups (Appendix 1) and the Service Level Agreement between DHSSPS and QUB	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free		4

No	Document	Description	Availability	Cost (if any)	Notes	RLO number
18	Strategic Planning Branch Business Plan 2001-2002	Development, planning and implementation of policy agenda and the effective provision of quality information and advice	Post – Strategic Planning Branch	-		18
19	Strategic Planning Branch Business Plan 2002-2003	Development, planning and implementation of policy agenda and the effective provision of quality information and advice	Post – Strategic Planning Branch	-	As at July 2002	18

2C SUMMARIES OF MINUTES OF MEETINGS

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	Minutes of meetings held iro Directors of Public Health Prescribing of Specialist Drugs Autologous Blood Blood Safety Medical Directors	A record of items discussed	Post, e mail		Subject to restrictions on release of unimplemented policy or any other excluded material	3
2	Minutes of meetings held iro the following Specialty Advisory Committees Paediatrics Radiology General Medicine Anaesthetics Obstetrics and Gynaecology Neurosciences Pathology General Surgery Oncology Ophthalmology OHN	A record of items discussed	Post, e mail		Subject to restrictions on release of unimplemented policy or any other excluded material	3

No	Document	Description	Availability	Cost (if any)	Notes	RLO number
3	Minutes of the All Ireland Public Health and Nursing Steering Group	Minutes of the meetings of the All Ireland Public Health and Nursing Steering Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
4	Minutes of the All Ireland Cancer Nurses Consortium Group	Minutes of the meetings of the All Ireland Cancer Nurses Consortium Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
5	Minutes of the All Ireland Cancer Nurses Consortium – Palliative Care Sub-Group	Minutes of the meetings of the All Ireland Cancer Nurses Consortium – Palliative Care Sub-Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
6	Minutes of the Nurse Prescribing Advisory Group	Minutes of the meetings of the Nurse Prescribing Advisory Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
7	Minutes of the Implementation of Partnerships in Caring Group	Minutes of the meetings of the Implementation of Partnerships in Caring Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
8	Minutes of the Community Nurse Managers Group	Minutes of the meetings of the Community Nurse Managers Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
9	Minutes of the Nurse Prescribing Co-ordinators Group	Minutes of the meetings of the Nurse Prescribing Co-ordinators Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
10	Minutes of the Education Forum	Minutes of the meetings of the Education Forum	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
11	Minutes of the Regional Children's Palliative Care Steering Group	Minutes of the meetings of the Regional Children's Palliative Care Steering Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
12	Minutes of the Advanced Neo-Natal Nurse Practitioners Group	Minutes of the meetings of the Advanced Neo-Natal Nurse Practitioners Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
13	Minutes of the Central Nursing Advisory Committee Research & Development Sub-Group	Minutes of the meetings of the Central Nursing Advisory Committee Research & Development Sub-Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
14	Minutes of the Mental Health & Learning Disability Forum	Minutes of the meetings of the Mental Health & Learning Disability Forum	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
15	Minutes of the Education Strategy Group	Minutes of the meetings of the Education Strategy Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
16	Minutes of the Education Commissioning Steering Group	Minutes of the meetings of the Education Commissioning Steering Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
17	Minutes of the Shadow South & East Education Commissioning Group	Minutes of the meetings of the Shadow South & East Education Commissioning Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
18	Minutes of the Shadow North & West Education Commissioning Group	Minutes of the meetings of the Shadow North & West Education Commissioning Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
19	Minutes of the Free Nursing Care Working Group	Minutes of the meetings of the Free Nursing Care Working Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
20	Minutes of the Clinical Supervision in Mental Health Group	Minutes of the meetings of the Clinical Supervision in Mental Health Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4

No	Document	Description	Availability	Cost (if any)	Notes	RLO number
21	Minutes of the Regional Strategic Group on Community & Public Health	Minutes of the meetings of the Regional Strategic Group on Community & Public Health	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
22	Minutes of the Nurse Prescribing Action Sub-Group	Minutes of the meetings of the Nurse Prescribing Action Sub-Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
23	Minutes of the Nurse Prescribing Education Sub-Group	Minutes of the meetings of the Nurse Prescribing Education Sub-Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
24	Minutes of the Nursing Services for the Acutely-Ill Child	Minutes of the meetings of the Nursing Services for the Acutely-Ill Child	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4

No	Document	Description	Availability	Cost (if any)	Notes	RLO number
25	Minutes of the Regional Child Protection Group	Minutes of the meetings of the Regional Child Protection Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
26	Minutes of the Child Protection Group	Minutes of the meetings of the Child Protection Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free	Excluding any information relating to formulation of policy, ministerial or personal information	4
27	Minutes of Breastfeeding Strategy Implementation Group	Breastfeeding meeting minutes	Hard copy available from: Health Promotion Branch Room C4.22 Castle Buildings Stormont Belfast BT4 3SJ Tel: 028 90 20534	None	Part of minutes may be exempt i.e. exemption of third party cases, named individuals, particular cases.	14

No	Document	Description	Availability	Cost If any)	Notes	RLO number
28	Departmental Whitley Council meetings	Minutes of Departmental Whitley Council meetings	Post from PMB	None	Available to Management and Trade Union Side	23
29	No. 54 - Social Work in Mental Health (1995)	Proceedings of the 2 nd Northern Ireland Conference, Antrim 17 September 1993	Post	Free		2
30	No. 55 - Social Work in Mental Health (1997)	Proceedings of the 3 rd Northern Ireland Conference, Londonderry 15 September 1995	Post	Free		2
31	No. 57 - Social Work in Mental Health (1998)	Proceedings of the 4 th conference, Ballyconnell, Co Cavan 28 November 1997	Post	Free		2
32	No. 58 - Working with Vulnerable Adults, Innovative Practice and Technology in Risk Management (1998)	Report of a multi-disciplinary conference	Post	Free		2

No	Document	Description	Availability	Cost	Notes	RLO number
33	Business Areas Training Co-ordinators (BATC) Meeting minutes	The BATC members are appointed by and act on behalf of the Head of Group/Directorate in matters relating to the training and development of staff at all levels in the Department. Meetings are held on a quarterly basis and discuss all topics in relation to training and development	Post/Email		Minutes of the meetings will be available within one month of the meeting	23
34	Quality Development Team – Minutes of Team Meetings	The QDT was established in May 2000 to consider ways of developing good practice and sustainable improvement throughout the Department. QDT meetings are held on an ad-hoc basis	Post/Email		Minutes of the meetings will be available within one month of the meeting	23

No	Document	Description	Availability	Cost	Notes	RLO number
35	Minutes of Health and Safety at Work (HSAW) Liaison Group	The Health and Safety at Work Liaison Group assists in the formulation of guidance on HSAW matters of Department wide concern. Some of the material in this class is derived from documents which we consider to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.	Post		The Liaison Group is comprised of representatives from DHSSPS (& Health Estates), DSD Core, SSA and CSA.	23
36	Regional Equality Liaison Panel	A regional Panel to	Post - EEU		Minutes of this meeting are issued to Panel members and the HPSS Equality Steering Group Members	18
37	Report of the Reviews of Research Ethics Committees Workshop	Ad Hoc Document	DHSSPS website	N/A		18

No	Document	Description	Availability	Cost	Notes	RLO number
38	Central Advisory Committees – membership and meeting minutes	Central Dental Advisory Committee; Central Pharmaceutical Advisory Committee; Central Person Social Services Advisory Committee; Clinical Engineering and Medical Physics Services Advisory Committee; Clinical Imaging Services Advisory Committee; Laboratory Services Advisory Committee; Central Medical Advisory Committee; Health Services Subcommittee; Central Nursing Advisory Committee; Advisory Committee of Therapeutic Professions Allied to Medicine.	Available for meetings held after 1 December 2002 only by hard copy available from: Health Promotion Branch Room C4.22 Castle Buildings Stormont Belfast BT4 3SJ Tel: 028 90 20534 Email: stephen.young@dhsspsni.gov.uk	Nil	Will not include exempt items, e.g. specific cases, matters concerning the development of Departmental policy.	14

2D STRATEGIES AND ACTION PLANS

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	Oral Health Strategy 1995	Outlines information & targets regarding: Dental Caries, Periodontal disease, Oral Cancer, Orthodontic care, Dental trauma & Manpower issues	Dental Group DHSSPS. Available by post on request	Free		1
2	Oral Health Strategy Amended 1998	Contains revised 1995 targets in light of the non-implementation of fluoridation	Dental Group DHSSPS. Available by post on request	Free		1
3	Valuing Diversity..... A Way Forward: A Strategy for Nursing, Midwifery and Health Visiting (1998)	Outlines the strategy for nurses, midwives and health visitors.	Post and website (www.dhsspsni.gov.uk)	Free		4

No	Document	Description	Availability	Cost	Notes	RLO number
4	Health and Well being into the next Millenium. The Pharmaceutical Dimension.	Details the pharmacy profession's contribution to the Regional Strategy 1997-2002.	Post (Pharmaceutical Branch)	Nil		5
5	E Business Strategy	How we as a Department plan to meet the Government targets for electronic service to our customers	Post; E-Mail; Web-site: http://www.dhsspsni.gov.uk/publications/index.html	None		7
6	IS Strategy	The Departmental IS strategy sets out the role which information systems can play in the support and development of DHSSPS business functions.	Post; E-Mail; Web-site: http://www.dhsspsni.gov.uk/publications/index.html	None		7

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
7	Review Of Adult Neurology Services in Northern Ireland	The objective of the review is to provide the DHSSPS with advice on the strategic direction for the neurology service in Northern Ireland over the next five to ten years.	Post		May 2002	12
8	Investing for Health - March 2002	The Executive's new public health strategy, incorporating the roles and responsibilities of each Government Department in working to improve public health and reduce inequality. Outlines the roles of all sectors in implementing the strategy and sets goals and objectives to measure success	Website: www.dhsspsni.gov.uk/publications	None		14

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
9	Drug Strategy for Northern Ireland (NIO publication 1999)	This document sets out the Department's Strategy for addressing drug misuse problems in Northern Ireland. It establishes a vision for all those who are concerned with addressing drug misuse, whether they work in the statutory, voluntary, community or commercial sectors.	Hard copy by contacting: <i>Drug & Alcohol Strategy Team</i> Room C4.22 <i>Castle Buildings</i> <i>Stormont</i> <i>BELFAST</i> <i>BT4 3SF</i> Tel: (028) 9052 0507 Fax: (028) 9052 0535 e-Mail: nidast@dhsspsni.gov.uk	none		14
10	Drug Strategy Summary	Objectives and Outcomes for Northern Ireland - a summary of the Department's Drugs Strategy	Hard copy by contacting: <i>Drug & Alcohol Strategy Team</i> Room C4.22 <i>Castle Buildings</i> <i>Stormont</i> <i>BELFAST</i> <i>BT4 3SF</i> Tel: (028) 9052 0507 Fax: (028) 9052 0535 e-Mail: nidast@dhsspsni.gov.uk	none		14

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
11	Strategy for Reducing Alcohol Harm (DHSSPS September 2000)	This document sets out the Department's Strategy to reduce the harm caused to individuals and society by the misuse of alcohol.	<p>Hard copy by contacting: <i>Drug & Alcohol Strategy Team</i> Room C4.22 <i>Castle Buildings</i> <i>Stormont</i> <i>BELFAST</i> <i>BT4 3SF</i> Tel: (028) 9052 0507 Fax: (028) 9052 0535 e-Mail: nidast@dhsspsni.gov.uk</p> <p>also on DHSSPS website</p>	none		14
12	Model for the Joint Implementation of the Drug and Alcohol Strategies	This model has been developed to ensure implementation of the main aims and action areas of the two strategies.	<p>Hard copy by contacting: <i>Drug & Alcohol Strategy Team</i> Room C4.22 <i>Castle Buildings</i> <i>Stormont</i> <i>BELFAST</i> <i>BT4 3SF</i> Tel: (028) 9052 0507 Fax: (028) 9052 0535 e-Mail: nidast@dhsspsni.gov.uk</p>	none		14

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
13	Breastfeeding Strategy for Northern Ireland	Strategy to promote and support breastfeeding. 1999.	Hard copy A4 Booklet by contacting: <i>Health Promotion Team</i> Room C4.22 <i>Castle Buildings</i> <i>Stormont</i> <i>BELFAST</i> <i>BT4 3SF</i> Tel: (028) 9052 0534 Fax: (028) 9052 0535 e-Mail: stephen.young@dhsspsni.gov.uk Also on dhsspsni website	None		14
14	HIV and AIDS in Northern Ireland: A Strategy	Framework to approach HIV and AIDS. 1993.	Hard copy A5 Booklet Not available on web	None		14
15	HIV and AIDS in Northern Ireland A Summary of the Strategy Document	Summary of Framework to approach HIV and AIDS. 1993.	Hard copy A5 Booklet Not available on web			14
16	A strategy for the prevention, diagnosis and treatment of malignant melanoma and other skin cancers in Northern Ireland.	Strategy to reduce morbidity and mortality from skin cancers and especially malignant melanoma in Northern Ireland. Document aimed at professionals. 1997.	Hard copy A4 Booklet Not available on web	None		14

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
17	Executive summary. A strategy for the prevention, diagnosis and treatment of malignant melanoma and other skin cancers in Northern Ireland.	Executive summary.	Hard copy A5 Booklet Not available on web	None		14
18	Antimicrobial Resistance Action Plan 2002-2005		DHSSPS, Health Protection Team, Room C4.22, Castle Buildings, Stormont, BT4 3SJ	None		14
19	Regional Action Plan Drug and Alcohol Strategies	As part of the joint implementation structure, six Working Groups were created to cover the areas of Treatment, Education & Prevention, Communities, Social Legislation, Information & Research, and Criminal Justice. Each of the six Working Groups were involved in the creation of a regional Action Plan based on the targets in the Drug and Alcohol Strategies.	Hard copy by contacting: <i>Drug & Alcohol Strategy Team</i> <i>Room C4.22</i> <i>Castle Buildings</i> <i>Stormont</i> <i>BELFAST</i> <i>BT4 3SF</i> Tel: (028) 9052 0507 Fax: (028) 9052 0535 e-Mail: nidast@dhsspsni.gov.uk also on DHSSPS website	None		14

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
20	Local Action Plans Drug & Alcohol Co-ordination Teams	<p>As part of the joint implementation structure, six Working Groups were created to cover the areas of Treatment, Education & Prevention, Communities, Social Legislation, Information & Research, and Criminal Justice. Each of the six Working Groups were involved in the creation of a regional Action Plan based on the targets in the Drug and Alcohol Strategies. The four Drug and Alcohol Co-ordination Teams, responsible for coordinating action at a local level, translated the regional targets into local targets and action. This document contains the local Action Plans of the four Teams.</p>	<p>Hard copy by contacting: <i>Drug & Alcohol Strategy Team</i> <i>Room C4.22</i> <i>Castle Buildings</i> <i>Stormont</i> <i>BELFAST</i> <i>BT4 3SF</i> Tel: (028) 9052 0507 Fax: (028) 9052 0535 e-Mail: nidast@dhsspsni.gov.uk</p> <p>also on DHSSPS website</p>	None		14

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
21	Mental Health Promotion Strategy and Action Plan	Strategy to promote the mental and emotional health of the population, including action to tackle suicide.	Hard copy available from: Health Promotion Branch Room C4.22 Castle Buildings Stormont Belfast BT4 3SJ Tel: 028 90 20534 or on the DHSSPS website	None	To be published Autumn 2002	14
22	Teenage Parenthood Strategy and Action Plan	Strategy to reduce the number of unplanned births to teenage mothers and minimising the adverse consequences of those births to teenage parents and their children.	Hard copy available from: Health Promotion Branch Room C4.22 Castle Buildings Stormont Belfast BT4 3SJ Tel: 028 90 20534 or on the DHSSPS website	None	To be published Autumn 2002	14

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
23	HSS (PPM) 3/2002 Corporate Governance: Statement on Internal Financial Control	Circular issued to HPSS informing them of Department's decision to adopt a common model for risk management, and identifying the structures/processes the HPSS will be expected to put in place to progress the risk management/ controls assurance agenda.	(1) By post from: Planning & Priorities Unit Rm 106, Dundonald House Upper Newtownards Road Belfast BT4 3SJ Tel: 028 9052 4998 (2) DHSSPS website	Nil		17
24	Dependence to Independence - (2002)	Agenda for Action	Post	Free	Available from September 2002	2

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
25	Opportunity Now: Action Plan 2000/2001	The plans of the Opportunity Now Regional Forum to address the goals of the Opportunity Now initiative in the HPSS.	Post	<i>Nil</i>		8
26	Report on the Strategic Planning of Community Nursing (title to be confirmed)	An exploration of innovative models of service delivery by nurses in primary care	Post and Website (www.dhsspsni.gov.uk)			4
27	Health and Well-being into the Next Millennium January 1997	Regional Strategy for Health and Social Well-being 1997 - 2002	Post –Strategic Planning Branch	-		18
28	Well into 2000 December 1997	Vision for improving health and well-being in Northern Ireland	Post –Strategic Planning Branch	-		18
29	Regional Strategy	An overarching strategy outlining how the HPSS will be developed over the longer term	Post-Strategic Planning Branch Internet (www.dhsspsni.gov.uk)			18

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
30	New Targeting Social Need Action Plan October 2000	To tackle inequalities in health and social well-being experienced by disadvantaged people	Post –Strategic Planning Branch			18
31	New TSN Action Plan for the period April 2001 – March 2003	To tackle inequalities in health and social well-being experienced by disadvantaged people	Post –Strategic Planning Branch			18

2E REPORTS AND CONSULTATION DOCUMENTS

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	Equality Impact Assessment on Oral Health Strategy & GDS May 2001	Preliminary Consultation document	Dental Group DHSSPS. Primary Care Directorate DHSSPS	Free		1
2	Confidence in the Future Consultation Document	A consultation document on the prevention, recognition and management of poor performance of doctors in Northern Ireland	Post, website, Was also available at Conference			3
3	Consent to Examination or Treatment- 1. A summary of the Consultation Document	Contains a summary of all the consultation documents	<i>Post, website</i>			3
4	Consent to Examination or Treatment – 2. Reference Guide	2. Provides guidance on the law concerning consent to physical interventions on patients	Post, website			3

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
5	Consent to examination or treatment- 3. Good Practice in Consent: implementation guide	3. Contains model documents	Post, website			3
6	4. Seeking consent – working with children	4. Contains guidance on consent to examination or treatment and working with children	Post, website			3
7	5. Seeking consent – working with older people	5. Contains guidance on consent to examination or treatment and working with older people	Post, website			3
8	6. Consent – A Guide for people with learning disabilities	6. Sets out guidance on consent to examination or treatment for people with learning disabilities	Post, website			3
9	7. Consent – what you have a right to expect: A Guide for adults	7. Aims to answer questions about what people should expect and what to do	Post, website			3
10	8. Consent- What you have a right to expect: A Guide for children and young people	8. Aims to answer questions about what children and young people should expect and what to do	Post, website			3

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
11	9. Consent- What you have a right to expect: A Guide for relatives and carers	9. Aims to answer questions about what relatives and carers should expect and what to do	Post, website			3
12	10 Seeking Consent - Working with people with learning disabilities	10. Focuses on the particular issues which may arise when seeking consent from adults with learning disabilities.	Post, website			3
13	11. Consent – What you have a right to expect: A guide for parents	11. Aims to answer questions about what parents should expect and what to do	Post website			3
14	Consent to examination or treatment – consultation response proforma	Lists questions posed in the summary paper	Post, website			3

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
15	Free Nursing Care – Consultation Document (May 2002)	Contains information on the assessment for free nursing care, details of the Nursing Needs Assessment Tool and guidance on how to use the tool. Also includes the membership of the Free Nursing Care Working Group and assessment tool pilot sites	Post and website (www.dhsspsni.gov.uk)	Free		4
16	Children’s First Strategy	This is a consultation document, which sets out the vision for a Northern Ireland Childcare Strategy and seeks comments from consultees on the proposals.	Post – Family Policy Unit Website: www.dhsspsni.gov.uk	None	Published in Feb 1999	11
17	Equality Impact Assessment of the Sure Start Programme	A consultation document, which considers the equality impacts on those considered to be affected by the Sure Start Programme.	Post : Family Policy Unit DHSSPS, Room C4.22, Castle Buildings, Stormont Estate, Belfast BT4 3PP Website: www.dhsspsni.gov.uk	None	Published May 2002	11

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
18	Cardiology and Cardiac Surgery Reviews – seeking your views	Consultation document inviting views from the general public on the outcome of the cardiology and cardiac surgery reviews.	Post		Issue date October 2001	12
19	Investing for Health - A Consultation Paper – November 2000	Consultation paper containing the proposals for the new public health strategy	Website: www.dhsspsni.gov.uk/publications/archived/2000	None	Hard copy no longer available	14
20	Myths & Reality Teenage Pregnancy and Parenthood	Consultation Document on the reduction of teenage pregnancy. 2000.	Hard copy A4 Booklet dhsspsni website	None	Hard copy of full document no longer available	14
21	Myths & Reality Teenage Pregnancy and Parenthood Summary	Summary document. 2000.	Hard copy A5 Booklet dhsspsni website	None		14
22	Minding Our Health	A draft strategy for promoting mental and emotional health in Northern Ireland. 2000.	Hard copy A4 Booklet dhsspsni website	None		14

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
23	A five year Tobacco Action Plan: Consultation Document	Consultation document to reduce smoking rates, support those wishing to stop and protect those who do not smoke.	Hard copy available from: Health Promotion Branch Room C4.22 Castle Buildings Stormont Belfast BT4 3SJ Tel: 028 90 20534 or on the DHSSPS website	None		14
24	Equality Impact Assessment of Oral Health Strategy and General Dental Services	Assessment of both Policies on Equality of Opportunity	Post , E mail, Website	Free	On-going consultation exercise	15
25	Oral Health Strategy	First Oral Health strategy for Northern Ireland published in 1995	Available by Post from the Branch	Free	On-going consultation exercise	15
26	Fit for the Future	Consultation document	Website (www.dhssps.n-i.gov.uk) (Archived) Post	Nil		15
27	Fit for the Future – A New Approach	Policy Proposal for Change	As above	Nil		15

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
28	Fit for the Future – Responses	A document published to outline responses to 'Fit for the Future'	As above	Nil		15
29	Building the Way Forward in Primary Care	Consultation document	Website E Mail Post	Nil		15
30	Building the Way Forward in Primary Care	Details of responses to the consultation	Website E Mail Post	Nil		15
31	Equality Impact Assessment – Oral Health Strategy in General Dental Services	Analysis, findings and observations on the Oral Health Strategy.	Circulated to 300 recipients. Copies available from branch.	Nil	Returns due from recipients by 30 th September 2002.	15
32	GMS Capitation Formula	Consultation Document	Hard copy, Website & Electronic	Nil		15

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
33	Equality Impact Assessment on method for setting Health and Social Services Board and GP practice prescribing budgets.	Consultation document issued.	Issued to 400+ organisations	Nil		15
34	Community Pharmacy Strategy	Consultation document on draft strategy to be issued.	500+ copies to be issued. Available from branch			15
35	Best Practice- Best Care Summary of Responses 10/06/02	Summary of Responses to the Consultation	Available from http://www.dhsspsni.gov.uk/publications/index.html	Internet free		17
36	Best Practice – Best Care Consultation document 11/04/01	A framework for setting standards, delivering services and improving monitoring and regulation in the HPSS.	Available from http://www.dhsspsni.gov.uk/publications/index.html	Internet free		17

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
37	Information and Communications Strategy	A consultation paper on the Strategy for Information and Communications Technology in health and social services	http://www.dhsspsni.gov.uk/publications/	none	A management summary of the document is also available at the website	19
38	Performing Professional Social Work Training (October 2000)	A consultation paper	Post	Free		2
39	The Future Development of Fertility Services in N.Ireland	Consultation document to determine how best to introduce a permanent Fertility Service into N.Ireland.	Post/Website	Nil	<i>Issued Jan/Feb 2003</i>	12

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
40	Racial Equality in Health – Good Practice Guide	Raise awareness of difficulties faced by black and minority ethnic communities and to help those involved in the planning and provision of services	Post – Strategic Planning Branch Internet (www.dhsspsni.gov.uk)	-	Consultation Doc (Comments to be forwarded by 28 June 2002)	18
41	Equality Scheme (Draft)	Draft Equality Scheme June 2000	Post EEU (www.dhsspsni.gov.uk)		Issued to Department’s consultation list approx. 400	18
42	Equality Implications of Health, Social Services and Public Safety Policies	Initial screening consultation paper November 2000	Post EEU (www.dhsspsni.gov.uk)		Pro-forma available for completion	18
43	Literature review	Review of the Literature of Equality of Opportunity Issues in the Health & Social Services	Post EEU (www.dhsspsni.gov.uk)		Commissioned as part of the Consultation Exercise	18

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
44	Equality Implications of Health, Social Services and Public Safety Policies	Second Stage Consultation Paper April 2001	Post EEU (www.dhsspsni.gov.uk)		Joint HSS document, issued to Department's consultation list approx. 400. Total issue approx. 1500 covering all HSS Board/Trust/Agencies consultation lists. Pro-forma available for completion.	18
45	Equality Programme for Health, Social Services and Public Safety Annual Consultation Paper	The HPSS family gave a commitment to consult annually on the programme of work for the subsequent year. The paper sets out progress on the previous year and the proposed programme of work for the coming year and look ahead for the next year.	Post EEU (www.dhsspsni.gov.uk)		Letter & programme issued, full document upon request. Again issued to approx 400 on the Department's consultation list and approx 1500 HPSS wide.	18

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
46	A Fair Chance	Report on a consultative exercise facilitated by LEAD – NI Coalition on Learning Disability May 2002	Post EEU (www.dhsspsni.gov.uk)		Joint exercise between the Department and LEAD. Distributed to mailing lists as advised by LEAD approx 1000	18
47	Protecting Personal Information	A Consultation Paper which seeks to set the debate surrounding data protection and confidentiality in context, to highlight current problems, pose a number of questions and seek views on a number of possible solutions	www.dhsspsni.gov.uk/publications		Consultation period ended on 30/9/02	23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
48	Developing Better Services: Modernising Hospitals and Reforming Structures	Consultation paper issued by Minister with proposals for new pattern of hospital services and structures (June 02)	Branch (post), Departmental Library, official website www.dhsspsni.gov.uk (HTML version)	None		10
49	Developing Better Services: Modernising Hospitals and Reforming Structures consultation pack	Consultation pack issued by Branch to persons attending consultation meetings with Department (Sept/Oct 02)	Branch (post and email)	None	Purpose of pack is to inform and prepare those attending consultation meetings	10
50	Pre-Consultation on Acute Hospitals Review Group Report: Summary of Responses	Summary of responses received to the AHRG report (June 02)	Branch (post) and Assembly Library	None		10

2F PRESS RELEASES

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	Press Releases	Primary Care Development related Press Releases	Website	Nil		15
2	Press releases	Detailing Ministerial Announcements, visits, policy etc	Distributed to all media outlets Website	N/a		23
3	Press Release Racism will not be tolerated in Health and Personal Social Services	Minute speaking at launch of Racial Equalities in Health – Good Practice Guide, 25 March 2002	Post – Strategic Planning Branch Internet (www.dhsspsni.gov.uk)	-		18
4	Press Release Minister commends Southern Board Area for their proactive approach to Community Development	George Howarth, Minister with responsibility for the Department of Health and Social Services speaking at launch of a Community Development Strategy for the Southern Health and Social Services Board Area 13 October 1999	Post – Strategic Planning Branch	-		18

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
5	Press releases	All Departmental Press Releases are published on the Department's website.	www.dhsspsni.gov.uk			18
6		Healthcare needs of people with a learning disability	www.dhsspsni.gov.uk		Released 23.05.02	18
7		Equality is at the forefront of Department's Agenda says Minister	www.dhsspsni.gov.uk		Released 19.02.02	18