

Freedom of Information publication scheme

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Reviewed by	Amy Thomas	Owner	Amy Thomas
Approved by	HTA SMT	Distribution	Internal and external

1. The Human Tissue Authority (HTA) was established on 1 April 2005 under the Human Tissue Act 2004, which extends to England, Wales and Northern Ireland. The HTA is a non-departmental public body (otherwise known as an arms'-length body) of the Department of Health and Social Care, and are overseen by an Authority of lay and professional members appointed by the Government. With the interests of both the public and regulated establishments at the centre of its work, the HTA's strategic goal is to maintain and build confidence in the removal, storage and use of human tissue by ensuring that these activities are undertaken safely and ethically, and with proper consent. Further information about the work of the HTA is available at www.hta.gov.uk.

The Freedom of Information Act 2000 (FOI Act)

2. The FOI Act gives the public the right to access information held by public authorities, subject to refusal under sections 12 or 14 of the act or where an exemption in Part II of the Act applies. The FOI Act is intended to improve openness and accountability in the public sector. Full implementation of the FOI Act was completed on 1 January 2005.
3. Further information about the FOI Act can be found on the [Information Commissioner's Office website](#)

Data protection

4. Personal data processed by the implementation of this document will be done so in accordance with the HTA's [Privacy Notice](#).

The HTA publication scheme

5. Section 19 of the FOI Act requires that each public authority adopts and maintains a publication scheme that describes the classes of information that the organisation proactively or routinely publishes or intends to publish. The HTA will regularly review this publication scheme and update it where necessary, subject to guidance from the Information Commissioner.
6. The Quality and Corporate Governance Manager has operational responsibility for this scheme.

Classes of information

7. In line with the ICO's [model publication scheme](#), the HTA publication scheme is classified under the following headings:
 - a) who we are and what we do;
 - b) what we spend and how we spend it;
 - c) what are our priorities and how are we doing;
 - d) how we make decisions;
 - e) our policies and procedures;
 - f) lists and registers;
 - g) the services we offer.
8. Further details on the range and types of information included within this publication scheme are set out in the table included in [annex A](#) below. The information under each heading is set out across various pages of our website but can be directly accessed via the hyperlinks included in the first column of the table. The publication scheme is also available via the HTA website: <https://www.hta.gov.uk/about-us/transparency/freedom-information-requests>

Copyright

9. The HTA retains copyright control of all documents listed in this publication scheme.
10. Further information about copyright and publication schemes can be found on the [Information Commissioner's Office website](#). Additional guidance on the re-use of public sector information is also available on the [National Archives website](#)

Fees

11. Where any information included in this publication scheme has been made available on our website in a downloadable PDF or other reusable format, it can

be downloaded free of charge.

12. If you do not have access to the internet, you can request one printed copy of the document/s that you require, free of charge, by contacting:

Human Tissue Authority

151 Buckingham Palace Road
London
SW1W 9SZ

Telephone 020 7269 1900

Email enquiries@hta.gov.uk

13. Requests for multiple print-outs may attract a charge for the cost of retrieval, photocopy, postage etc. We will let you know whether this is the case when we receive the request (any charge will be payable in advance).

Accessing information not listed in the HTA publication scheme

14. Requests to the HTA for information not listed in this publication scheme should be sent in writing to the above email or postal address. Requests must include your contact details and a description of the information that you are requesting.

Complaints

15. If you have a complaint about this publication scheme or the information shared with to you by the HTA, you should write to the HTA at the following email or postal address. The HTA will respond to all complaints within 20 working days.

Freedom of Information complaints

Human Tissue Authority

151 Buckingham Palace Road
London
SW1W 9SZ

Email enquiries@hta.gov.uk

16. If you are not satisfied with the response from the HTA, you have the right to refer the matter to the Information Commissioner, who can be contacted at the following address:

Information Commissioner

Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF

17. Full contact details for the Information Commissioner are available at <https://ico.org.uk/make-a-complaint/>.

Annex A HTA publication scheme

Link to published material	Description
Who we are and what we do	
About the HTA	The 'About us' section of our website explains what the HTA is and what we do in clear and accessible
Body donation	Information relating to the HTA's role in body
Bone Marrow and Peripheral Blood Stem Cells (PBSCs) Donation	Information relating to the HTA's role in bone marrow and PBSCs donation.
Contact Us	Contact details for the HTA.
Equality and diversity	Information relating to the HTA's approach to equality and diversity further information on the gender age and ethnicity of our staff is set out in our Annual Reports and Accounts .
FAQs	Frequently asked questions about the HTA's remit, including questions we receive from professionals and members of the public.
Licensing	Information relating to our licensing of establishments.
Inspections	Information about the inspection process.
Living organ donation	Information relating to the HTA's role in living organ
Our people	High-level structure of the HTA including of Authority Members and the Senior Management Team
HTA vacancies	List of available jobs at the HTA.
What we spend and how we spend it	
Expenses and benefits in kind data	Expenses data for Board Members and the Senior Management Team.
Finance Report	A quarterly finance report is published as part of the papers for Authority meetings.
HTA Annual Reviews, Reports and Accounts	The Annual Review documents describe our key achievements in the previous financial year. The Annual Reports outline our financial accounts for the

Link to published material	Description
Senior Executive pay and benefits	Senior Executive and Board Member Pay and benefits are set out in our Annual Report and Accounts
Transaction spends over £1000	<p>Details of transactions the HTA has made of over £1000. This information is published on our website by the end of month immediately following the end of each quarter of the financial year as follows.</p> <ul style="list-style-type: none"> - July (quarter one); - October (quarter two); - January (quarter three); - April (quarter four).
Our priorities and how we are doing	
HTA Business Plan	Outline of the main tasks that will be delivered by the HTA during the financial year.
HTA Strategic Plan	The HTA's strategic aims and objectives for three financial years.
Quarterly reports relating to Communications, Regulation, Risk and Living Organ Donation	Quarterly Communications, Regulatory, Risk and Living Organ Donation reports are contained in the Authority papers.
Strategic Performance Review	A quarterly strategic performance review is published as part of the papers for Authority meetings.
How we make decisions	
Authority meeting papers	Agendas, papers and minutes from meetings of the Authority. Minutes include a record of decisions
Audit and Risk Assurance Committee meeting papers	Agendas, papers and minutes from meetings of the Audit and Risk assurance Committee. Minutes include a record of decisions made.
Governance	An overview of the Authority's functions and remit.
Living donation	Information regarding living donation decision making by the HTA
Licensing	Information about licensing decision making

Link to published material	Description
Remuneration Committee	Information about the HTA remuneration committee, workforce and expenses. Under data protection regulations minutes of this committee are not published, but information on pay is published in our workforce and expenses information section. Full terms of reference for the committee are available here .
Stakeholder and working groups	Information including the papers and minutes of our stakeholder group and the minutes of our Histopathology and Transplantation working groups.
Standing orders of the HTA	Information about the operation of the Authority and its Committees.
Our policies and procedures	
HTA Codes of Practice and Standards	Guidelines to HTA licensed and regulated sectors.
Complaints procedure	The HTA's policy for handling complaints about maladministration and inappropriate conduct.
Freedom of Information and Data Protection guidance	Information about how to make a Freedom of Information request, our previous responses to requests and our Privacy Notice .
Inspections	Information about the inspection process.
Licence application guidance	Guidelines for applying for a licence.
Licence fee structure	Information about the HTA's licensing fees.
Policies and position statements	Links to HTA policies and position statements.
Lists and registers	
Contact details for medical schools	Find contact details for medical schools for the purpose of body donation.

Link to published material	Description
Gifts and hospitality	The HTA Gifts and Hospitality policy and register are reviewed by the Audit and Risk Assurance Committee and can be made available on request.
Incident reporting	Brief descriptions of HTA Reportable Incidents (Post Mortem Sector), Organ Donation and Transplantation Serious Adverse Events and Reactions, Human Application Serious Adverse Events and Reactions reported to us. The information published relates to confirmed incidents that were closed in each quarter.
Information about licensed establishments	List of establishments that are licensed by the HTA, the activities they are licensed for, site visit inspection reports details of any licence suspensions and/or conditions, which have been imposed on their licence by the HTA.
Legal directions	Details of general legal directions the HTA has issued to establishments through its powers under the Human Tissue Act.
Register of interests	Register of interests for Authority Members.
Regulatory alerts	Regulatory alerts issued by the HTA to licensed establishments.
Strategic risk register	HTA's strategic risk register is reviewed at every Authority meeting and is published in the Authority papers.
The services we offer	
Corporate publications	Various one-off and regular publications about different aspects of our work.
HTA news	The latest news from the HTA, our e-newsletter and details about any events that we are running.
HTA e-newsletter	Subscribe to our two-monthly e-newsletter, which contains information about our work and guidance for the sectors we regulate.

Link to published material	Description
Living Donation News bulletin	Quarterly email bulletins for Transplant Teams and Independent Assessors.