



## Guide to Information provided by GPs under the model publication scheme

Under the Freedom of Information Act 2000 all public authorities are required to have and operate a publication scheme approved by the Information Commissioner. Doctors providing medical services under most contracts with the NHS in England, Wales and Northern Ireland are public authorities in respect of information relating to those services.

It is the intention of the Information Commissioner that all public authorities should adopt and operate the one model scheme that has been approved. This is a very general scheme based on the principal that all public authorities need to recognize the public interest in the transparency of the services provided for and paid for by the general public. It is a commitment to make information easily available to the public.

**Note: The scheme is only for information held as a public authority and does not include any information that is not held, is held for other purposes or would be exempt from release.**

The scheme requires three documents to be considered:

- the model scheme itself;
- our guidance on adopting and operating the scheme; and,
- a guide provided by the public authority indicating what information will be provided, how it will be provided and whether any charge will be made for its provision.

To assist medical practitioners who are public authorities we have produced the outline of a guide for their use. They should consider expanding elements of it to provide greater explanation and additional information where this can be done. For example if there are specific plans for the provision of NHS services these could be detailed. It is not necessary to submit the guide completed by the practice for approval.

We recognize that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “None Held” can be entered in this section. Under policies and procedures we have listed the policies we would expect practices to have. Again if this is not the case, “Not held” can entered in the relevant part. Any additional policies should also be listed.

Fees should be requested only where this is done in accordance our guidance.

# Information available from Gardden Road Surgery under the Freedom of Information Act model publication scheme.

**Revised 1st January 2009**

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures locations &amp; contacts)            This will be current information only</p>		
<p><b>Doctors in the practice</b></p>	<p>Dr. A E B COWARD            Dr. A McCADDON            Dr. M S E KHALIFA</p>	<p>N/A</p>
<p><b>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</b></p>	<p>Tel: 01978 840034            Fax: 01978 845782  <a href="http://www.garddenroadsurgery.org.uk">www.garddenroadsurgery.org.uk</a></p>	<p>N/A</p>
<p><b>Opening hours</b></p>	<p>Practice Booklet            Practice Website            Practice Noticeboard            For out of hours service call <b>0300 123 55 66</b></p>	<p>FREE</p>
<p><b>Other staffing details</b></p>	<p>Practice Manager - Tracey Clark            Further staff details available from Practice Booklet or Practice Website</p>	<p>FREE</p>

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
<b>Total cost to the PCT/LHB/HSSB of our contracted services.</b>	Available in hard copy by application to the practice manager.	Price on application
<b>Audit of NHS income</b>	Hard copy (by application)	Price on application

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous financial year as a minimum		
<b>Plans for the development and provision of NHS services</b>	Hard copy (by application)	Price on application

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous financial year as a minimum		
<b>Records of decisions made in the practice affecting the provision of NHS services</b>	Hard copy (by application)	Price on application

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only</p>		
<p><b>Policies and procedures about the employment of staff</b></p>	<p>Hard copy (by application)</p>	<p>Price on application</p>
<p><b>Internal instructions to staff and policies relating to the delivery of services</b></p>	<p>Hard copy (by application)</p>	<p>Price on application</p>
<p><b>Equality and diversity policy</b></p>	<p>Hard copy (by application)</p>	<p>Price on application</p>
<p><b>Health and safety policy</b></p>	<p>Hard copy (by application)</p>	<p>Price on application</p>
<p><b>Complaints procedures (including those covering requests for information and operating the publication scheme)</b></p>	<p>Practice Booklet Practice Website</p>	<p>FREE</p>
<p><b>Records management policies (records retention, destruction and archive)</b></p>	<p>Hard copy (by application)</p>	<p>Price on application</p>
<p><b>Data protection policies</b></p>	<p>Hard copy (by application)</p>	<p>Price on application</p>
<p><b>Policies and procedures for handling requests for information</b></p>	<p>Hard copy (by application)</p>	<p>Price on application</p>
<p><b>Patients' charter</b></p>	<p>Practice Booklet Practice Website</p>	<p>FREE</p>

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
<b>Any publicly available register or list</b> (if any are held this should be publicised: In most circumstances existing access provisions will surface)	None held	N/A

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only		
<b>The services provided under contract to the NHS</b>	Practice Booklet Practice Website	FREE
<b>Charges for any of these services</b>	N/A	N/A
<b>Information leaflets</b>	Hard copy from reception	FREE
<b>Out of hours arrangements</b>	Practice Booklet Practice Website Practice Noticeboard	FREE

**Please note: If you are unable to access information through the practice website, paper copies are available, although charges may apply, please contact the Practice Manager for further details**