

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>Class1 - Who we are and what we do (Organisational information, structures locations & contacts) This will be current information only</p>		
<p>Doctors in the practice</p>	<p>Dr. A E B COWARD Dr. A McCADDON Dr. M S E KHALIFA</p>	<p>N/A</p>
<p>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</p>	<p>Tel: 01978 840034 Fax: 01978 845782 www.garddenroadsurgery.org.uk</p>	<p>N/A</p>
<p>Opening hours</p>	<p>Practice Booklet Practice Website Practice Noticeboard For out of hours service call 01244 834999</p>	<p>FREE</p>
<p>Other staffing details</p>	<p>Practice Manager - Tracey Clark Further staff details available from Practice Booklet or Practice Website</p>	<p>FREE</p>

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

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

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

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

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

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