



## 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 (Dr N M Rao, Health Centre, Prince Charles Road, Wrexham, LL13 8TH) providing medical services under contract to the NHS) under the Freedom of Information Act model publication scheme**

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

<b>Information to be published</b>	<b>How the information can be obtained</b> (eg hard copy, website)	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy (by application)	N/A
Doctors in the practice	Dr N M Rao	N/A
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Tel 01978 291129. NEWDOC Out of Hours telephone surgery number	N/A
Opening hours	Practice Leaflet, Website, Noticeboard	FREE
Other staffing details	Practice Manager Jill Jones. Further staff details from Leaflet or Website	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)</p> <p>Current and previous financial year as a minimum</p>	Available in hard copy by application to the practice manager	Price on application
Total cost to the PCT/LHB/HSSB of our contracted services.	Hard copy (by application)	Price on application
Audit of NHS income		Price on application
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits inspection and review.  Hard copy on application  Current and previous year as a minimum</p>		
Plans for the development and provision of NHS	Hard copy (by application)	Price on application
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>		
Records of decisions made in the practice affecting the provision of NHS services	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)</p>		

Current information only (mark “not held” against any policies not actually held)		
Policies and procedures about the employment of staff	Hard copy (by application)	Price on application
Internal instructions to staff and policies relating to the delivery of services	Hard copy (by application)	Price on application
Equality and diversity policy	Hard copy (by application)	Price on application
Health and safety policy	Hard copy (by application)	Price on application
Complaints procedures (including those covering requests for information and operating the publication scheme)	Practice Leaflet and Website	FREE
Records management policies (records retention, destruction and archive)	Hard copy (by application)	Price on application
Data protection policies	Hard copy (by application)	Price on application
Policies and procedures for handling requests for information	Hard copy (by application)	Price on application
Patients’ charter	Hard copy (by application)	FREE
<b>Class 6 – Lists and Registers</b>		
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 suffice)	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		

The services provided under contract to the NHS	Practice leaflet and website	FREE
Charges for any of these services	N/A	N/A
Information leaflets		
Out of hours arrangements	Practice leaflet, website and notices	FREE