



Information available from Arlington Road Medical Practice under the Freedom of Information Act model publication scheme

This template guide covers only all information we currently hold about the primary medical services we provide under contract to the National Health Service or to Health and Social Care Northern Ireland. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained (eg hard copy and/or website)	Cost
Class 1 – Who we are and what we do Current organisational information, structures, locations and contacts	General organisation information, location and contacts available on Practice Website. Organisation Structure Chart – Hard copy	Free
Who's who in the practice	Website	Free
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website	Free
Opening hours	Website	Free
Details of meetings with pharmaceutical companies and other medical suppliers As a minimum, name of the company, the date and, if appropriate, the name of the member(s) of staff attending (any senior managers and any medically qualified staff),	Not Held as meetings not generally held with these companies	N/A

together with a general indication of the category of meeting, for example marketing or promotion		
<p>Class 2 – What we spend and how we spend it</p> <p>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>	Hard copy	Free
Details on NHS/HSC funding received by the practice – as much information as possible, in as much detail as possible	Hard copy	Free
Audit of NHS/HSC income	Hard copy	Disbursement
Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy	Free
List and value of contracts awarded by the practice, as a minimum for contracts that are of sufficient size to have gone through a formal tendering process	Hard copy	Disbursement
Staff allowances and expenses incurred or claimed, with totals paid to senior staff members by references to categories	GP earnings available on website Other information – Hard copy	Disbursement
Declaration of GPs' NHS/HSC income NHS England guidance requires GP practices to publish the net earnings of GPs. The British Medical Association has produced	Website	Free

guidance on how to calculate net earnings		
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews, as a minimum, for the current and previous year</p>	Hard copy	Disbursement
Plans for the development and provision of NHS/HSC services	Hard copy	Disbursement
Performance data including performance against targets	Available at https://qof.digital.nhs.uk/search/index.asp	Free
Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators	CQC available at: https://www.cqc.org.uk/location/1-572213045	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	Free
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous year as a minimum</p>	<p>Monthly Governance Meeting and monthly Partners Meeting.</p> <p>Hard copy</p>	Disbursement
Records of decisions made in the practice affecting the provision of NHS/HSC services	<p>Partner's meeting.</p> <p>Hard copy</p>	Disbursement

<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>Website/Hard copy</p>	<p>Disbursement</p>
<p>Policies and procedures for conducting businesses and delivering services</p>	<p>Hard copy</p>	<p>Disbursement</p>
<p>Customer Service and Complaints policies and procedures (including those covering handling of requests for information and operating the publication scheme)</p>	<p>Website/Hard Copy</p>	<p>Free/Disbursement</p>
<p>Internal instructions to staff</p>	<p>Hard copy</p>	<p>Disbursement</p>
<p>Policies and procedures about the recruitment and employment of staff</p>	<p>Hard copy</p>	<p>Disbursement</p>
<p>Equality and diversity policy</p>	<p>Website</p>	<p>Free</p>
<p>Health and safety policy</p>	<p>Website</p>	<p>Free</p>
<p>Pay policy</p>	<p>Hard copy</p>	<p>Disbursement</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>Disbursement</p>
<p>Data protection policies (including data sharing and CCTV usage)</p>	<p>Hard copy</p>	<p>Disbursement</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Hard copy</p>	<p>Disbursement</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).</p>	<p>Hard copy</p>	<p>Disbursement</p>
<p>Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf depending on the level of detail which is appropriate</p>	<p>Hard copy</p>	<p>Disbursement</p>
<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public</p> <p>Current information only</p>	<p>Website</p>	<p>Free</p>
<p>The services provided under contract to the NHS/HSC</p>	<p>General Medical Services Contract available at https://www.england.nhs.uk/gp/investment/gp-contract/</p> <p>Locally Commissioned Services Contracts available as hard copy</p>	<p>Free</p> <p>Disbursement</p>
<p>Charges for any of these services</p>	<p>Services under contract are not chargeable</p>	<p>N/A</p>
<p>Information leaflets</p>	<p>Website</p>	<p>Free</p>
<p>Out of hours arrangements</p>	<p>Website</p>	<p>Free</p>

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ pence per sheet according to current practice cost (black & white)	Actual cost *
	Photocopying @ pence per sheet according to current practice cost (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred