

**Information available from Whiteparish Surgery (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.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> ( <i>Organisational information, structures, locations and contacts</i> )		
Doctors in the practice: Number of, Female/Male, Qualifications	Practice Website Practice Leaflet	FOC FOC
Contact details for the practice: Main and Branch Surgeries		
Opening hours: Including Extended Hours		
Other staffing details: Other Healthcare Professionals i.e. PM, Nurses, Community Nurses		
<b>Class 2 – What we spend and how we spend it</b> ( <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i> )		
<b>Total cost to the PCT of our contracted services.</b> <ul style="list-style-type: none"> <li>• Total NHS Income</li> <li>• Total Expenditure</li> </ul>	Hard Copy	Chargeable
<b>Audit of NHS income</b> <ul style="list-style-type: none"> <li>• Internal &amp; External Financial Systems/Procedures</li> </ul>	Hard Copy	Chargeable
<b>Class 3 – What our priorities are and how we are doing</b> ( <i>Strategies and plans, performance indicators, audits, inspections and reviews</i> ) <ul style="list-style-type: none"> <li>• Aligned to the PCT priorities based on population needs</li> <li>• Measured performance via QOF and other internal audit</li> </ul>	Hard Copy of NHS Wiltshire Annual Plan NHS Choice website	Chargeable FOC
<b>Plans for the development and provision of NHS services</b> Via national direction i.e. DOH or local direction from the PCT		Hard Copy of NHS Wiltshire Annual Plan NHS Wiltshire website
<b>Class 4 – How we make decisions</b> ( <i>Decision making processes and records of decisions</i> ) <ul style="list-style-type: none"> <li>• Via Practice Business Meetings, Staff meetings</li> </ul>		
<b>Records of decisions made in the practice affecting the provision of NHS services</b> <ul style="list-style-type: none"> <li>• We have records of such but will NOT publish due to confidentiality and commercial sensitivities</li> </ul>		

<b>Class 5 – Our policies and procedures</b> ( <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i> )		
<b>Policies and procedures about the employment of staff</b> <ul style="list-style-type: none"> <li>Recruitment procedures, Contracts of Employment, Induction programme</li> </ul>	Hard Copy	Chargeable
<b>Internal instructions to staff and policies relating to the delivery of services</b> <ul style="list-style-type: none"> <li>Contained within Staff Handbook</li> </ul>	Hard Copy	Chargeable
<b>Equality and diversity policy</b> <ul style="list-style-type: none"> <li>Contained within Staff Handbook</li> </ul>	Hard Copy	Chargeable
<b>Health and safety policy</b> <ul style="list-style-type: none"> <li>Contained within Staff Handbook</li> </ul>	Hard Copy	Chargeable
<b>Complaints procedures</b> <ul style="list-style-type: none"> <li>NHS Complaints Procedure – updated to reflect requests for information and operation of the FOI Publication Scheme</li> </ul>	Practice website Hard Copy	FOC Chargeable
<b>Records management policies (records retention, destruction and archive)</b> <ul style="list-style-type: none"> <li>Contained within Practice Procedures File</li> </ul>	Hard Copy	Chargeable
<b>Data protection policies</b> <ul style="list-style-type: none"> <li>Contained within Practice Procedures File</li> </ul>	Hard Copy	Chargeable
<b>Policies and procedures for handling requests for information</b> <ul style="list-style-type: none"> <li>Contained within Practice Procedures File</li> </ul>	Hard Copy	Chargeable
<b>Patients’ charter</b>	Practice website Practice leaflet	FOC FOC
<b>Class 6 – Lists and Registers</b> ( <i>Any publicly available register or list</i> )	None Held	
<b>Class 7 – The services we offer</b> ( <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public</i> )		
<b>The services provided under contract to the NHS</b> Those contained within the General Medical Services/Personal Medical Services	Practice website Practice leaflet Hard Copy	FOC FOC Chargeable
<b>Charges for any of these services</b>	No charge for NHS services	
<b>Information leaflets</b> <ul style="list-style-type: none"> <li>Available in the practice in waiting/public areas</li> </ul>	Hard Copy	Chargeable
<b>Out of hours arrangements</b> Provided by South Wiltshire OOH Service	Practice website Practice leaflet	FOC FOC

