

## Long Clawson Medical Practice & Pharmacy Freedom of Information Act Publication Scheme

Information available from Long Clawson Medical Practice (*providing medical services under contract to the NHS*) under the Freedom of Information Act model Publication Scheme

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
<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>	Practice Leaflet/ website www.lcmp.co.uk	FREE
Doctors in the practice	Practice Leaflet/ website www.lcmp.co.uk	FREE
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Practice Leaflet/ website www.lcmp.co.uk	FREE
Opening hours	Practice Leaflet/ website www.lcmp.co.uk	FREE
Other staffing details	Practice Leaflet/ website www.lcmp.co.uk	FREE
<b>Class 2 – What we spend and how we spend it</b>		
<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>	Written request to the Practice Manager	FREE
Total cost to the PCT/LHB/HSSB of our contracted services.	Written request to the Practice Manager	FREE
Audit of NHS income	Written request to the Practice Manager	FREE

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
	Written request to the Practice Manager	FREE
Plans for the development and provision of NHS services	Written request to the Practice Manager	FREE
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
	Written request to the Practice Manager	FREE
Records of decisions made in the practice affecting the provision of NHS services	Written request to the Practice Manager	FREE
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only (mark “not held” against any policies not actually held)		
Policies and procedures about the employment of staff	Written request to the Practice Manager	FREE
Internal instructions to staff and policies relating to the delivery of services	Written request to the Practice Manager	FREE
Equality and diversity policy	Written request to the Practice Manager	FREE
Health and safety policy	Written request to the Practice Manager	FREE
Complaints procedures (including those covering requests for information and operating the publication scheme)	Written request to the Practice Manager	FREE
Records management policies (records retention, destruction and archive)	Written request to the Practice Manager	FREE
Data protection policies	Written request to the Practice Manager	FREE
Policies and procedures for handling requests for information	Written request to the Practice Manager	FREE

Patients' charter	<a href="http://www.lcmp.co.uk">www.lcmp.co.uk</a> on notice boards in the waiting room	FREE
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Written request to the Practice Manager	FREE
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Written request to the Practice Manager	FREE
<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/ website <a href="http://www.lcmp.co.uk">www.lcmp.co.uk</a>	FREE
Charges for any of these services	<a href="http://www.lcmp.co.uk">www.lcmp.co.uk</a> / Reception	FREE
Information leaflets	<a href="http://www.lcmp.co.uk">www.lcmp.co.uk</a> / Reception	FREE
Out of hours arrangements	Practice Leaflet/ website <a href="http://www.lcmp.co.uk">www.lcmp.co.uk</a>	FREE

#### **COPYRIGHT**

All documents are presumed to have "Crown Copyright". Those that are available free of charge, may be downloaded onto electronic, optical or similar storage media.

This publication is the copyright of: Long Clawson Medical Practice

Copyright © July 2012