

FoI Publication Scheme

Information	How the information can be obtained	Cost
Class1 - Who we are and what we do	Website Practice Leaflets available at Surgery and downloadable from website	No Cost
Class 2 – What we spend and how we spend it	Not available	
Class 3 – What our priorities are and how we are doing Improved patient access by offering additional appointments every weekday evening. New telephone system installed to improve access for patients. Upgrade of premises including automated entrance doors, entry intercom, enhanced security lighting to front and back of surgery, air conditioning in patient areas. Emergency/on the day appointments available in the afternoon and evenings every week day.	Not applicable	
Class 4 – How we make decisions Fortnightly Practice Meetings with all relevant practice staff.	Write to Practice Manager to request further info	
Class 5 – Our policies and procedures	All policies are available on request at Practice.	£5 per request
Policies and procedures about the employment of staff	Yes	
Internal instructions to staff and policies relating to the delivery of services	Yes	
Equality and diversity policy	Yes	
Health and safety policy	Yes	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Yes	
Records management policies (records retention, destruction and archive)	Yes	
Data protection policies	Yes	
Policies and procedures for handling requests for information	Yes	
Patients' charter	Yes	
Class 6 – Lists and Registers	Not Applicable	
Class 7 – The services we offer	Website Leaflets/information available at Practice	