OSWALD MEDICAL CENTRE Publication Scheme

**Freedom of Information Act 2000**

GP Publication Scheme

The Freedom of Information Act 2000

# The Publication Scheme and Freedom of Information

The Freedom of Information Act (FOIA) 2000 sets a requirement for public authorities, such as the NHS and healthcare providers, to proactively publish information in line with seven classes of information, outlined within the publication scheme. The scheme has been designed to increase transparency as members of the public should be able to routinely access information that is in the public interest and is safe to disclose. This publication scheme provides members of the public with access to information we hold as an organisation, that we can make available to them.

The publication scheme includes a guide to information, specifying what information we publish and how it is available, for example, online or by contacting us and a schedule of fees, saying what we charge for information. Wherever possible and practicable, information will be provided through the Practice’s website.

## Classes of Information Covered under the Publication Scheme

The publication scheme makes information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

* Who we are and what we do
* What we spend and how we spend it
* What our priorities are and how we are doing
* How we make decisions
* Our policies and procedures
* Lists and registers
* The services we offer

**The classes of information will not generally include:**

* Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
* Information in draft form.
* Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

WHO WE ARE AND WHAT WE DO?

Organisational information, structures, locations, and contacts

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| Information | | Available under the Scheme? | Format (internet, electronic, hard copy) | Internet Links/Comments | Cost/Fees  Photocopying (£)/Printing (£)/Postage (£) |
| 1 | About our Practice and our organisation | Yes | Internet, electronic and hard copy | www.oswaldmedical centre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 2 | Organisational Structure | Yes | Electronic and hard copy | Available upon request | Free for electronic copies, printing and postage payable on hard copies |
| 3 | Directors and Doctors within the Practice | Yes | Internet, electronic and hard copy | www.oswaldmedical centre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 4 | Our overall purpose statement | Yes | Internet, electronic and hard copy | www.oswaldmedicalcentre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 5 | Headquarters, locations, and contact details | Yes | Internet, electronic and hard copy | www.oswaldmedicalcentre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 6 | Our partners | Yes | Internet, electronic and hard copy | www.oswaldmedicalcentre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 7 | Our services | Yes | Internet, electronic and hard copy | www.oswaldmedicalcentre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 8 | Pharmaceutical companies and medical suppliers’ meetings | No |  |  |  |

WHAT WE SPEND AND HOW WE SPEND IT - Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

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| Information | | Available under the Scheme? | Format (internet, electronic, hard copy) | Internet Links/Comments | Cost/Fees |
| 1 | Annual Reports and Accounts | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 2 | Finance reports | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 3 | Capital programme reports | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 4 | Allowances and expenses | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 5 | Staff pay and grading structure | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 6 | Financial expenditure over £25, 000 | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 7 | Charitable funds | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 8 | Procurement/tendering procedures | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 9 | Current tenders | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 10 | Awarded contracts from tenders (and values) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING - Strategy and performance information, plans, assessments, inspections, and reviews

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| Information | | Available under the Scheme? | Format (internet, electronic, hard copy) | Internet Links/Comments | Cost/Fees |
| 1 | Annual Reports | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 2 | Business Plan | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 3 | Targets, Aims and Objectives | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 4 | Performance (standards, KPIs) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 5 | Clinical governance arrangements | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 6 | Quality Accounts and Care Quality Commission (CQC) Standards | Yes | Electronic and hard copy. Available to download from the CQC website |  | Free for electronic copies, printing and postage payable on hard copies |
| 7 | Friends & Family Tests/Patient Experience Surveys | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 8 | National Patient surveys (CQC and Department of Health) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 9 | Audit reports | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 10 | Data Protection Impact Assessments (DPIA) (in full or summary format) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |

HOW WE MAKE DECISIONS - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

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| Information | | Available under the Scheme? | Format (internet, electronic, hard copy) | Internet Links/Comments | Cost/Fees |
| 1 | Practice meeting dates, agendas, and papers | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 2 | Communications | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 3 | Public consultations (e.g. example, concerning closures/variations of services) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 4 | Internal communications guidance and criteria used for decision making (e.g. process systems and key personnel) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 5 | Major incident plan | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 6 | Winter pressures plan | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 7 | Compliments and complaints reports | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 8 | Information governance (data protection and freedom of information) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |

OUR POLICIES AND PROCEDURES - Current written protocols for delivering our functions and responsibilities.

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| Information | | Available under the Scheme? | Format (internet, electronic, hard copy) | Internet Links/Comments | Cost/Fees |
| 1 | Policies & procedures relating to the conduct of business and the provision of services | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 2 | Health and Safety | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 3 | Human resources (recruitment and employment) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 4 | Equality and diversity and equality scheme | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 5 | Standing financial procedures/instructions | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 6 | Standing orders | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 7 | Complaints and other customer service policies and procedures | Yes (Fully Anonymised) | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 8 | Data protection/records management/Caldicott Guardian | Yes | Website, Electronic and hard copy | [www.oswaldmedicalcentre.co.uk](http://www.oswaldmedicalcentre.co.uk) | Free for electronic copies, printing and postage payable on hard copies |
| 9 | Estate management | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 10 | Charging regimes and policies | Yes | Website, Electronic and hard copy | [www.oswaldmedicalcentre.co.uk](http://www.oswaldmedicalcentre.co.uk) | Free for electronic copies, printing and postage payable on hard copies |

LISTS AND REGISTERS - Information held in registers required by law and other lists and registers relating to the functions of the authority.

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| Information | | Available under the Scheme? | Format (internet, electronic, hard copy) | Internet Links/Comments | Cost/Fees |
| 1 | List of main contractors/suppliers | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 2 | Capital asset registers (land, buildings, etc.) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 3 | Information Asset Register | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 4 | CCTV locations | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 5 | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |  |
| 6 | Gifts and hospitality register | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 7 | Freedom of Information (FOI) Disclosure Log | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |
| 8 | Data Protection Impact Assessments (DPIA) (in full or summary format) | Yes | Electronic and hard copy |  | Free for electronic copies, printing and postage payable on hard copies |

THE SERVICES WE OFFER - Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

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| Information | | Available under the Scheme? | Format (internet, electronic, hard copy) | Internet Links/Comments | Cost/Fees |
| 1 | Our Practice services | Yes | Internet, electronic and hard copy | www.oswaldmedical centre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 2 | Non-clinical services | Yes | Internet, electronic and hard copy | www.oswaldmedical centre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 3 | Patient information leaflets, booklets, and newsletters | Yes | Internet, electronic and hard copy | www.oswaldmedical centre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 4 | Patient Advice and Liaison Service (PALS) | Yes | Internet, electronic and hard copy | Via Google search | Free for electronic copies, printing and postage payable on hard copies |
| 5 | Advice and guidance | Yes | Internet, electronic and hard copy | www.oswaldmedical centre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 6 | Corporate communications and media releases | Yes | Internet, electronic and hard copy | www.oswaldmedical centre.co.uk | Free for electronic copies, printing and postage payable on hard copies |
| 7 | Services for which the Practice is entitled to recover a fee, together with those fees | Yes | Internet, electronic and hard copy | www.oswaldmedical centre.co.uk | Free for electronic copies, printing and postage payable on hard copies |