

St Neots Health Centre

This Publication Scheme gives a guide to the information made available by the general practitioners and the staff of the St Neots Health Centre as required by the Freedom of Information (FOI) Act 2000.

It has been adapted from the model Publication Scheme for General Practitioners, developed by the Information Commissioner.

St Neots Health Centre has always believed in openness, and most of the information we are now required to publish we have done so for years in our Practice Leaflet and Practice Website. For this reason this publication scheme will often refer you to our Practice Website www.mhstneots.co.uk

PART I: INTRODUCTION

Your rights to information

- The Freedom of Information Act 2000 recognises that members of the public have the right to know how public services are organised and run, how much they cost and how decisions are made. From January 1st 2005 the FOI Act will oblige General Practices to respond to requests about information that it holds. These rights are subject to exemptions that will have to be taken into consideration before deciding what information can be released. In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about St Neots Health Centre under the NHS Openness Code 1995.
- This document sets out where this information is available from. The publications are all free unless otherwise indicated. Where information is provided at a cost the charges will be available via the Practice Manager.
- Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you. For this, please contact: Lesley Davis, Practice Manager, St Neots Health Centre, 24 Moores Walk, St Neots, Cambridgeshire PE19 1AG 01480 219317

Feedback

If you have any comments about the operation of the Publication Scheme, or how we have dealt with your request for information from the Scheme, please contact the Practice Manager.

PART II: CLASSES OF INFORMATION

All information at St Neots Health Centre is held, retained and destroyed in accordance with NHS guidelines.

Our commitment to publish information excludes any information that can be legitimately withheld under the exemptions set out in the NHS Openness Code or Freedom of Information Act 2000. Where individual Classes are subject to exemptions, the main reasons are the protection of commercial interests and the protection of confidential personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme.

The information on this Scheme is grouped into the following 7 broad categories:

CLASS 1 – Who we are and what we do

Details of the practice, organisational structures, key personnel, opening times and how we fit into the NHS

Information in this class is contained in the Practice Leaflet available from Reception and website.

CLASS 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure

Information in this class is available from the Practice Manager on application

CLASS 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information in this class is available from the Practice Manager on application

CLASS 4 – How we make decisions

Decision making processes and records of decisions

Information in this class is available from the Practice Manager on application

CLASS 5 – Our policies and procedures

Current written protocols and policies and procedures for delivering services and responsibilities

Our policies and procedures include (but are not restricted to) complaints, confidentiality, data protection, prescribing, zero tolerance and health and safety.

Information in this class is available from the Practice Manager on application

CLASS 6 – Lists and Registers

Currently maintained lists and registers only

Information in this class is available from the Practice Manager on application.

CLASS 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public

Changes in our practice arrangements are detailed through the Practice Leaflet and website.

Enquiries about any of the information we publish, or information arrangement generally, should be made to the Practice Manager.