

Information available from Oaks Place Surgery 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 (eg hard copy, website)	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	NHS Choices website/practice leaflet	
Doctors in the practice	NHS Choices website	
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	NHS Choices website	
Opening hours	NHS Choices website	
Other staffing details	NHS Choices website	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	GPs	
Total cost to the PCT/LHB/HSSB of our contracted services.	GPs/PCT	

Audit of NHS income	GPs	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	GPs/PM	
Plans for the development and provision of NHS services	GPs/PM	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum	GPs	
Records of decisions made in the practice affecting the provision of NHS services	GPs/PM	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (mark “not held” against any policies not actually held)	Hard copy Hard copy	
Policies and procedures about the employment of staff	Hard copy	
Internal instructions to staff and policies relating to the delivery of services	Hard copy	
Equality and diversity policy	Hard copy	
Health and safety policy	Hard copy	

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Policies and procedures for handling requests for information	Hard copy	
Patients' charter	Practice Leaflet/NHS choices website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy of figures	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only	Practice leaflet/NHS choices website	
The services provided under contract to the NHS	Hard copy	
Charges for any of these services	Hard copy	
Information leaflets	Hard copy	

Out of hours arrangements	Hard copy/NHS choices website	
---------------------------	-------------------------------	--