



Information available from Dr Ruth Guest (*providing medical services under contract to the NHS*) under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary 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>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Doctors in the practice</p>	<p>Hard copy from the Practice (Patient Information Pack). Practice website.</p>	<p>Nil</p>

Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Hard copy from the Practice (Patient Information Pack). Practice website.	Nil
Opening hours	Hard copy from the Practice (Patient Information Pack). Practice website.	Nil
Other staffing details	Hard copy from the Practice (Patient Information Pack). Practice website.	Nil
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		
Details on NHS funding received by the practice. We would expect practices to consider publishing as much information as practically possible including as much detail as possible.	On request to the Practice Manager.	Nil
Audit of NHS income	On request to the Practice Manager.	Nil

Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Practice website.	Nil
List and value of contracts awarded by the practice. We would normally only expect the practice to publish details of contracts that are of sufficient size to have gone through a formal tendering process.	On request to Practice Manager.	Nil
Staff allowances and expenses that can be incurred or claimed, with totals paid to senior staff members (for the purpose of this document, senior staff are defined as partners or equivalent level), by references to categories.	On request to Practice Manager.	Nil
Pay policy	On request to Practice Manager.	Nil
Declaration of GPs' NHS income. The information made available as part of GPs' contractual obligation to publish their net income relating to NHS/HSC contracts, once this obligation is in force. A link may be provided to the information on a third party website, and /or a description of where this information is available.	Practice website.	Nil

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Plans for the development and provision of NHS services</p>	<p>On request to Practice Manager.</p>	<p>Nil</p>
<p>Performance data including performance against targets</p>	<p>On request to Practice Manager.</p>	<p>Nil</p>
<p>Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators.</p>	<p>Practice website.</p>	<p>Nil</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>		
<p>Records of decisions made in the practice affecting the provision of NHS services.</p>	<p>On request to Practice Manager.</p>	<p>Nil</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>		
Policies and procedures about customer service	On request to Practice Manager.	Nil
Internal instructions to staff and policies relating to the delivery of services	On request to Practice Manager.	Nil
Policies and procedures about the recruitment and employment of staff	On request to Practice Manager.	Nil
Equality and diversity policy	On request to Practice Manager.	Nil
Health and safety policy	On request to Practice Manager.	Nil
Complaints procedures (including those covering requests for information and operating the publication scheme)	On request to Practice Manager. Hard copy from Reception / patient waiting areas. Practice website.	Nil

Records management policies (records retention, destruction and archive)	On request to Practice Manager.	Nil
Data protection policies	On request to Practice Manager.	Nil
Policies and procedures for handling requests for information	On request to Practice Manager. Hard copy from Reception / patient waiting areas. Practice website.	Nil
Class 6 – Lists and Registers Currently maintained lists and registers only		
We recognise that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “none held” can be entered in this section.	None held.	Nil
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	None held.	Nil

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)</p> <p>Current information only</p>		
<p>The services provided under contract to the NHS</p>	<p>Hard copy from the Practice (Patient Information Pack). Practice website.</p>	<p>Nil</p>
<p>Charges for any of these services</p>	<p>Hard copy from the Practice (Patient Information Pack). Practice website.</p>	<p>Nil</p>
<p>Information leaflets</p>	<p>Hard copy from Reception / patient waiting areas. Practice website.</p>	<p>Nil</p>
<p>Out of hours arrangements</p>	<p>Hard copy from the Practice (Patient Information Pack). Practice website.</p>	<p>Nil</p>