

Sandygate Dental Practice Publication Scheme Information

Freedom of Information Act 2000

Guide to information provided by NHS dentists under the model publication scheme (England, Wales and Northern Ireland)

Introduction

The Freedom of Information Act 2000 (FOIA) requires all public authorities to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) introduced a single generic model publication scheme, for adoption by all public authorities that are subject to FOIA. The model publication scheme commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'. This is a very general scheme based on the principle that all public authorities need to recognise the public interest in the transparency of the services provided for and paid for by the general public. It is a commitment to make information easily available to the public. Dentists providing dental services under contracts with the NHS in England, Wales and Northern Ireland are public authorities in respect of information relating to those services.

Note: The publication scheme is only for information held as a public authority. The Model publication scheme is available on the ICO website.

The model scheme must be adopted in full, unedited and promoted alongside the guide to information.

A public authority is in breach of FOIA if it has not adopted the model scheme or is not publishing in accordance with it. The guide to information, indicating what information they will provide, how it will be provided and whether any charge will be made for its provision and the model scheme document itself form the basis of the publication scheme commitment by NHS dentists.

<https://ico.org.uk/media/for-organisations/documents/1154/model-publication-scheme-for-bodies-only-covered-for-certain-information.pdf>

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
Who's who in the practice	Team member information is available on the practice website and in the practice information leaflet / folder.	No charge
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Contact details are available on the practice website and in the practice information leaflet.	No charge
Opening hours	Our current opening hours are available on the practice website, Facebook page, in the practice information leaflet /folder. Also available on the practice telephone message.	No charge

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

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
Details on NHS funding received by the practice and the cost of operating the NHS contract. We would expect dentists to consider publishing as much information as possible, including as much detail as possible.	England and Wales: The value of our GDS/PDS contract with the NHS and targets are available from the John Alesbrook.	10p per photocopy £4 per CD £4 per memory stick
Total annual expenditure on the provision of our contracted services (since most practices also provide care to patients on a private basis, the costs have been apportioned)	The practice provides both NHS and private treatment to patients. Information regarding the annual costs to the practice to deliver our NHS services is available from John Alesbrook	10p per photocopy £4 per CD £4 per memory stick
Audit of NHS income, if held	The practice is not audited and no information is held.	

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

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
Plans for the development and provision of NHS services	The practice currently has no written plans regarding the development and provision of NHS services.	10p per photocopy £4 per CD £4 per memory stick
Performance data including performance against targets	Information regarding targets and our performance against them is available from the practice owner	10p per photocopy £4 per CD £4 per memory stick
Practice inspection. Inspection reports by regulators: the Care Quality Commission (CQC)	Our latest CQC inspection report is available on the CQC website at https://www.cqc.org.uk/location/1-210862658	No charge

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost

Records of decisions made in the practice/firm affecting the provision of NHS services.	As a small company management decisions are not always recorded. Information may be available from John Alesbrook.	10p per photocopy £4 per CD £4 per memory stick
---	--	---

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
Policies and procedures about customer service	Our Patient experience policy (M 233-PEX) is available from the Practice Manager.	10p per photocopy £4 per CD £4 per memory stick
Policies and procedures about employment of staff	Information available from reception includes, but is not limited to: ▪ Recruitment and selection policy and procedure (M 222H) ▪ Employment and induction policy (M 233-EIN) ▪ Disciplinary (M 227B), Grievance (M 227A) and Capability (M 227D) procedures	10p per photocopy £4 per CD £4 per memory stick
Equality and diversity policy	Our Equality, dignity and human right policy (M 233-EQD) is available from the Practice Manager.	10p per photocopy £4 per CD £4 per memory stick
Health and safety policy	Our Health and safety policy (M 250C) is available from the Practice Manager	10p per photocopy £4 per CD £4 per memory stick
Infection control policy	Our Infection control policy (M 257A) and procedures (M 257B) are available from the Practice Manager.	10p per photocopy £4 per CD £4 per memory stick
Radiation protection checklist	Information from our Radiation protection folder is available from the Practice Manager..	10p per photocopy £4 per CD £4 per memory stick
Complaints procedures (including those covering requests for information and operating the publication scheme)	Our complaints procedure is displayed in reception in the patient information folders. Copies are available from the Practice Manager. There is a link to our complaint procedure on our website.	No charge
Records management policies (records retention, destruction and archive)	Our Record management policy (M 233-REM) is available from the Practice Manager.	10p per photocopy £4 per CD £4 per memory stick
Confidentiality and data protection policies	Our Confidentiality (M 233-CON) and Data protection (M 233-DPT)	10p per photocopy £4 per CD £4 per memory stick

	policies are available from the Practice Manager.	
Policies and procedures for handling requests for information	Requests for information are covered in our Data protection policy (M 233-DPT), which is available from the Practice Manager.	10p per photocopy £4 per CD £4 per memory stick
Practice information leaflet	Our practice information leaflet is available at reception.	No charge

Class 6 – Lists and Registers Currently maintained lists and registers only

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	None held	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
The services provided under contract to the NHS	Information about the services we offer is outlined in the practice information leaflet.	No charge
Charges for any of these services	Information regarding charges for NHS services is displayed on posters in reception, in our practice information leaflet, which is available from reception.	No charge
Information leaflets	We have a range of leaflets, free of charge and available at reception, including: <ul style="list-style-type: none"> ▪ Patient information leaflet on gum disease ▪ Patient information leaflet on oral hygiene ▪ Patient information leaflet on crowns ▪ Take home instructions for after surgery ▪ Take home instructions for new dentures 	No charge
Out of hours arrangements	Information about out-of-hours emergency care is available in the practice information leaflet,	No charge

	<p>which is available from the practice reception and published on the practice website. The out of hours arrangements for patients in our practice membership plan can be found in the plan literature. The out of hours information is also detailed on our telephone message.</p>	
--	--	--