



Freedom of Information Act 2000

Information available from Greenway Community Practice *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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Staff information available on practice website Requests for hard copy in writing to Practice Manager		
	Practice Website		

Doctors in the practice			
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Practice Website Practice Leaflet		
Opening hours	Practice Website Practice Leaflet		
Other staffing details	Practice Website Practice Leaflet		
Meetings specifically with pharmaceutical companies and other medical suppliers. We would expect as a minimum that this information should include the name of the company, the date and, if appropriate, the name of the member(s) of staff attending (if recorded), together with a general indication of the category of meeting, for example marketing or promotion. The names of staff attending should include any senior managers and any medically qualified staff if this information is recorded.	Requests for hard copy in writing to Practice Manager		
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)	Available on written request to practice manager		
Current and previous financial year as a minimum			
Details on NHS/HSC funding received by the practice.	NHS Digital		

We would expect practices to consider publishing as much information as practically possible including as much detail as possible.			
Audit of NHS/HSC income	Available on written request to practice manager		
Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on written request to practice manager		
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.	Available on written request to practice manager		
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.	Available on written request to practice manager		
Pay policy	Available on written request to practice manager		
Declaration of GPs' NHS/HSC income. The information made available as part of GPs' contractual obligation	Practice Website		

<p>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.</p>			
<p>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</p>	<p>Available on written request to practice manager</p>		
<p>Plans for the development and provision of NHS/HSC services</p>	<p>Available on written request to practice manager</p>		
<p>Performance data including performance against targets</p>	<p>Available on written request to practice manager</p>		
<p>Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators.</p>	<p>CQC inspection report on practice website</p>		
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	<p>Available on written request to practice</p>		

Current and previous year as a minimum	manager		
Records of decisions made in the practice affecting the provision of NHS/HSC services.	Available on written request to practice manager		
<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> <p>Here we have listed the policies we would expect practices to have. Any additional policies should also be listed. Mark “not held” against any policies that are not actually held.</p>			
Policies and procedures about customer service	Practice Website		
Internal instructions to staff and policies relating to the delivery of services	Available on written request to practice manager		
Policies and procedures about the recruitment and employment of staff	Available on written request to practice manager		
	Available on written		

Equality and diversity policy	request to practice manager		
Health and safety policy	Available on written request to practice manager		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Practice Website		
Records management policies (records retention, destruction and archive)	Available on written request to practice manager		
Data protection policies	Practice Website		
Policies and procedures for handling requests for information	Practice Website Or Available on written request to practice manager		
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		
	None held		

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			
The services provided under contract to the NHS/HSC	Practice leaflet Practice newsletter Practice Website		
Charges for any of these services	Practice leaflet Practice newsletter Practice Website		
Information leaflets	Practice leaflet		
Out of hours arrangements	Practice leaflet Practice website		