

## Information available from the Practice Manager Stockett Lane Surgery (*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, 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><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website Practice leaflet Notices in the practice Hard copy on request</p>	<p>£2.00 For photocopies or practice leaflet free on collection</p>
Doctors in the practice	As above	Inc in above
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	As above	Inc in above
Opening hours	<p>Website Practice leaflet Notices in the practice</p>	Inc in above
Other staffing details	As above	Inc as above

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>The practice provides details of the total income received from the PCT for the main categories of income:  Year 1/4/7-31/3/8  Global sum £461614  Direct Enhanced Services £45566  National Enhanced Services £21366  Local Enhanced Services £23208  Quality &amp; Outcome Framework £143468  Cost rent £11062</p>	<p>£2.00</p>
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>NHS Choices website  Hard copy on request</p>	<p>£2.00</p>
<p>Plans for the development and provision of NHS services</p>	<p>Hard copy on request</p>	<p>£2.00</p>
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>	<p>None held</p>	
<p>Records of decisions made in the practice affecting the provision of NHS services</p>	<p>None held</p>	

Policies and procedures about the employment of staff	Staff handbook Hard copy on request	£2.00
Internal instructions to staff and policies relating to the delivery of services	None held	
Equality and diversity policy	Staff handbook Hard copy on request	£2.00
Health and safety policy	Staff handbook Hard copy on request	£2.00
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website NHS Choices website Practice leaflet In the practice On request	£2.00
Records management policies (records retention, destruction and archive)	Hard copy on request	£2.00
Data protection policies	I G S o C Staff hand book Hard copy on request	£2.00
Policies and procedures for handling requests for information	None held	
Patients' charter	Practice leaflet	£2.00
<b>Class 6 – Lists and Registers</b>	None held	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None held	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)  Current information only	Website NHS Choices website Practice leaflet In the practice On request	£2.00

The services provided under contract to the NHS	As above	
Charges for any of these services	NA	
Information leaflets	Hard copy on request	£2.00
Out of hours arrangements	Website NHS Choices website Practice leaflet In the practice On request	£2.00 Or practice leaflet free on collecti on