

Carmondean Medical Group

**Guide to information available through the Scottish Information Commissioner's Model
Publication Scheme 2014**

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- Publish the classes of information they make routinely available
- Tell the public how to access the information and what it might cost

Carmondean Medical Group has adopted the Model Publication Scheme 2014 produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2018.

You can see the model publication scheme on the Commissioner's website at www.itspublicknowledge.info/mps or by contacting us at the address provided below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published.

Section 2: About Carmondean Medical Group

General information

Carmondean Medical Group, Carmondean Health Centre, Livingston, West Lothian EH54 8PY – telephone 01506 836300

7 GP Partners, 2.5 FTE Practice Nurses, 1 FTE Practice Manager, 1 P/T Practice Manager, 2 FTE Receptionists, 4 P/T Receptionists, 2.5 FTE Secretaries, 1 P/T Admin Person, 1 FTE Summeriser

The practice opening hours are The Practice is open Monday to Friday 8.00am to 6.00pm – we have extended hours surgeries on Tuesday, Wednesday and Thursday (these are not walk clinics and have to be prebooked) and The Practice is covered by NHS 24 outwith these hours – Dial 111.

Concerns or complaints about the services we provide can be made directly to the practice (Phyllis Nelson, Practice Manager, Carmondean Medical Group, Carmondean Health Centre, Livingston, West Lothian EH54 8PY) or to the NHS Board

NHS Lothian Complaints
2nd Floor
Waverley Gate
2/4 Waterloo Place
Edinburgh
EH1 3EG
Phone: 0131 536 3370
E-mail: complaints.team@nhslothian.scot.nhs.uk

The Scottish Public Services Ombudsman
4 Melville Street
Edinburgh
EH3 7NS
Phone: 0870 011 5378
Fax: 0870 011 5379
E-mail: enquiries@scottishombudsman.org.uk
Web: www.scottishombudsman.org.uk

Constitution

This GP practice is constituted under the National Health Services (Scotland) Act 1978 and is contracted by NHS Lothian to provide primary medical services under GMS .

How the practice is run

Decisions are made at Practice Meetings which are held bi-weekly and there has to be a majority vote for decisions to be implemented

Dr David A Robertson *MB ChB (1982 Edinburgh)*

Dr C Stewart Musk *MB ChB (1984 Edinburgh) MRCP, DipIMC, DCCH*

Dr Jean R Pringle *MB ChB (1981 Glasgow) DRCOG, MFHom*

Dr Nicola M Gibson *MB ChB (1983 Dundee) DRCOG*

Dr Niall C Hyndman *MB ChB (Sheffield 1982) MRCP, DCH, DRCOG*

Dr Sigrid Calder *MB ChB (1991 Edinburgh) DRCOG, DFFP, DA, MRCP*

Dr Gwen Browning *BSc, MBChB (2004 Edinburgh), MRCP, MRCP, DRCOG, DFRSH*

The Practice have regular meetings – Practice Meetings – Bi weekly, Team Meetings – monthly, Palliative Care Meetings – monthly and Contract meetings – monthly

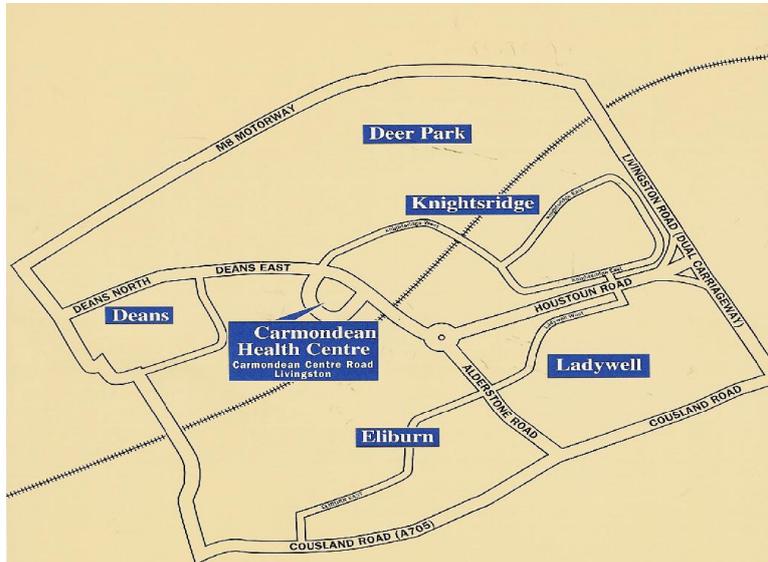
Under our contract of services with the NHS Lothian we are obligated to meet the requirements of this contract and must provide information to support this to the NHS board. The practice is audited by Practitioners Services Division under Payment Verification processes which assess that payments made to practices are correct. PSD is responsible for providing assurance to NHS boards that the payments made on their behalf to GP practices are accurate and valid. The work conducted under Payment Verification includes patient registration checks, documentary checks, trend analysis, and practice visits.

General practitioners have a duty of care to their patients and are registered with the General Medical Council and follow the standards and good medical practice guidelines laid down by

the GMC, including the requirements set out in the GMC guidance *Duties of a Doctor* (http://www.gmc-uk.org/guidance/good_medical_practice/duties_of_a_doctor.asp).

Section 3: Our functions and services

NHS Boards contract with GP practices to provide primary care services to patients. Carmondean Medical Group holds a “General Medical Services” contract with NHS Lothian. Under this contract we provide primary medical services to patients that reside within our practice area.



GP contractors Drs DA Robertson, CS Musk, JR Pringle, NM Gibson, NC Hyndman, S Calder and G Browning hold the contract for services with the NHS board and are responsible for fulfilling the obligations of the contract. The General Medical Services (<http://www.legislation.gov.uk/ssi/2004/115/made>)”

Regulations outline our responsibilities under our contract. The payment arrangements under our contract are contained in the GMS: Statement of Financial Entitlements (the current year’s SFE can be found on the NHS Scotland website (<http://www.show.scot.nhs.uk/publications/publication.asp>)).

This Practice participates in the Quality and Outcomes Framework. Funding under the QOF is dependent on achievement against a variety of clinical and non-clinical indicators.

This Practice aims to take account of NHS Quality and Improvement Scotland standards and guidance, Scottish Intercollegiate Guidelines Network (SIGN) guidelines relevant to general practice, and Scottish Government Health Directorates service strategies and frameworks.

Under our contract with NHS Lothian we provide a range of services to our patients, including: A list of the services the practice provides to patients are listed below.

General Primary Medical Services, Child Health Surveillance, Contraceptive Services, Maternity Medical Services, Minor Surgery Services, obstetric services, Immunisation Services, Palliative Care Enhanced Service, Extended Hours Services. Health Promotion Clinics, Disease Management Clinics, Cervical Cytology, etc. It is important to note that this range of services may be subject to change and may not always be available.

The Practice sometimes disclose some personal health information with other organisations/agencies involved in patient care. For example, when a GP refers a patient to a specialist at the hospital we will send relevant details about the patient in the referral letter and receive information about the patient from them. Our Practice also participates in

regional and national programmes such as the cervical cytology screening service and patients details will be given to them in order to send an invitation

All patient information is held in accordance with the requirements of the Data Protection Act 1998.

This Practice is registered under the Data Protection Act, Registration Number: Z6351685

Access to medical records is in accordance with the Data Protection Act 1998 and the Access to Health Records Act 1990.

Carmondean Medical Group is a Training Practice.

How To Access the Services Provided by the Practice (this information is also available in our Practice Leaflet and our website: Carmondeanmedicalgroup.co.uk)

Surgeries are held at various times throughout the day. Please make an appointment either in person or by telephone.

A small number of appointments are available for advance booking (for those who need to make plans in advance) but in most cases we would ask that you phone on the day you require to be seen.

From 1 July 2010 the practice will be offering additional early morning appointments Tuesday to Thursday between 7.00 and 8.00am

You have the right to express a preference for a particular doctor or nurse. We try to comply with such requests subject to availability.

Telephone Appointments

A number of telephone appointments are available with each consulting doctor each morning and at other times of the day with the Duty Doctor. Many problems can be dealt with without face-to face contact.

If you think it might be possible for your problem to be dealt with by phone then please ask for a telephone appointment. If the doctor or nurse feels that you need to be seen then he/she will be able to arrange a surgery appointment for you.

Appointment Times

Single appointments are normally 10 minutes. If you feel you need more time than this, please ask for a longer appointment.

If you have more than one problem to discuss, please tell the doctor this at the start of your appointment so that the most important problem can be dealt with first.

Clearly it is impossible for a doctor to deal with several complex problems during a single consultation – you may be asked to make a further appointment(s) to deal with the less pressing issues.

We do try to run to time but hope you will remember that we have no way of knowing in advance what problems will be presented during a surgery – some problems do need time and attention there and then. Your understanding is appreciated.

Emergencies

To request the assistance of the Duty Doctor contact reception (01506 836300).

In an extreme emergency consider calling an ambulance (Dial 999). The duty doctor is available to deal with urgent problems or to help out during busy spells.

Repeat Prescriptions

If your doctor has agreed that you should receive a drug on repeat prescription, this can be obtained by phoning our “prescription line” (01506 836300) between 9.15 am and 12.00 noon Monday to Friday two working days before you require the prescription.

Prescriptions can also be ordered in person or in writing.

You can also order your prescription by e-mailing us at cmg.scripts@nhslothian.scot.nhs.uk

The turnaround time for repeat prescriptions is 2 working days.

Please note that repeat prescriptions need to be authorised in advance by the doctor – once this has been done scripts can be issued rapidly by our administrative staff. When reauthorisation is required, you will be asked to make a review appointment with your doctor to confirm that the treatment is still appropriate.

Results of Tests and X-Rays

Please phone one week after you have had your tests done (01506 836300—Option 2)* any time Monday to Friday—reception staff will take your details and the Practice Nurse will phone you back between 12.00noon and 1.30pm or later She may suggest that you see your doctor to discuss your results in detail.

*Please see back page for details of landline alternative

Staff Training – Wednesday afternoon, once a month

Our Practice is closed every Wednesday for staff training from 12.30pm to 1.30pm—6 Wednesday per year we are close for a full half day from 12.30pm dates available on website. At these times emergency cover is provided.

Section 4: How we take decisions and what we have decided

Decisions are made at Practice Meetings which are held bi-weekly and there has to be a majority vote for decisions to be implemented and all Partners have an equal voting right

[\[Insert details of how the practice involves patients in the decision making process\]](#)

[\[Insert details on decisions made by the practice and policies in place that impact on patients\]](#)

Please see *Section 14 – Classes of information* for further details.

Section 5: What we spend and how we spend it

Carmondean Medical Group receives funding from NHS sources to provide NHS services to patients. We do not charge patients for NHS services. Details of our NHS funding can be requested from the practice, please see *Section 14 – Classes of information* for further details.

Section 6: Accessing information under this scheme

Information available under our guide to information will normally be available through the routes described below. *Section 14 – Classes of Information* provides more details on the information available under the scheme, along with additional guidance on how the information falling with each “class” may be accessed.

[Practices will need to decide if information can be provided online. This may not be possible in some cases, for example where a practice does not have a website. However, practices will be required to provide information via all other routes.]

[If applicable insert: “Online

Most information listed in our guide to information is available to download from our practice website [insert website address]. If you have any difficulty accessing information online please contact us by an alternative route.”]

By email

You can request the information you seek by email at [insert relevant email address], wherever possible. When requesting information from us, please provide a telephone number so we can telephone you to clarify details, if necessary.

By phone

Information can also be requested from us over the telephone. Please call 01506 836300 Option 2 to request information available under this scheme.

By post

All information under the guide will normally be available in paper copy form, but please consider the impact on the environment. Please address your request to:

Carmondean Medical Group, Carmondean Health Centre, Livingston, West Lothian EH54 8PY – telephone 01506 836300

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee payable (see *Section 6: Our charging policy* for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Advice and assistance

If you have any difficulty identifying the information you want to access, then please contact the practice by one of the methods listed above.

Section 7: Information that we may withhold

All information covered by our guide to information will be processed promptly and provided as soon as possible following our receipt of your request.

Our aim in maintaining this guide is to be as open as possible. You should note, however, that there may be circumstances where information will be withheld from one of the classes of information listed in *Section 14 – Classes of Information*. Information will only be withheld where permitted by The Freedom of Information (Scotland) Act 2002 (FOISA).

Information may be withheld, for example, where its disclosure would breach the law of confidentiality or harm an organisation's commercial interests. Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation.

Information would not be disclosed in the following examples:

- Requests for information that is contained in patient medical records. However, you do have the right to request your own medical records, see *Section 13 - How to access information which is not available under this scheme*.
- Requests for information relating to private income of practice partners or practice staff
- Requests for financial information that would likely prejudice substantially the commercial interests of any person

Additionally, section 25 of FOISA provides an absolute exemption which allows our practice to refuse to deal with a request where the requested information is already reasonably obtainable elsewhere, even where a fee may be charged. Information provided in the publication scheme is considered reasonably obtainable.

Whenever information is withheld we will inform you of this, and will set out why it was not appropriate for that information to be disclosed. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to *Section 10 – Complaints*.

Section 8: Our charging policy

Unless otherwise stated in Section 14 – *Classes of Information*, all information contained within our guide is available from us free of charge it can be sent to you by post.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the practice, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 paper (black and white copy) and 30p per A4 paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:

We will pass on postage charges to the requester at the cost to the practice of sending the information by first class post.

Section 9: Our copyright policy

Carmondean Medical Group holds the copyright for the vast majority of information in this guide to information. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The guide may, however, contain information where the copyright holder is not Carmondean Medical Group. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within *Section 14 – Classes of Information*.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

Section 10: Our records management and disposal policy

All information at the Carmondean Medical Group is held, retained and destroyed in accordance with *Scottish Government – Records Management: NHS Code of Practice (Scotland)*. Confidentiality of patient information is maintained in accordance with the *NHS (Scotland) Act 1978 Directions on the Confidentiality and Disclosure of Information: General Medical Services, Primary Medical Services Section 17C Agreements and Health Boards Primary Medical Services Contracts*. These documents are available on the NHS Scotland website (<http://www.show.scot.nhs.uk>).

Section 11: Feedback

Carmondean Medical Group is required to review our guide to information from time to time. As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this guide to information, then please contact us. You may, for example wish to tell us about:

- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved

Please send any comments or suggestions to Phyllis Nelson, Carmondean Medical Group, Carmondean Health Centre, Livingston, West Lothian EH54 8PY or by using the feedback section on our website: carmondeanmedicalgroup.co.uk

Section 12: Complaints

Our aim is to make our guide to information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the guide, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Phyllis Nelson, Carmondean Medical Group, Carmondean Health Centre, Livingston, West Lothian EH54 8PY.

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this guide and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. The Commissioner's office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone 01334 464610
Email enquiries@itspublicknowledge.info
Website www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.

Section 13: How to access information which is not available under this scheme

If the information you are seeking is not available under this guide to information, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to Phyllis Nelson, Carmondean Medical Group, Carmondean Health Centre, Livingston, West Lothian EH54 8PY.

Charges for information which is not available under the guide

The charges for information which is available under this guide are set out under Section 8 – Our Charging Policy. Fees for information that is not available under this guide are outlined in The Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. If you submit a request to us for information which is not available under the Model Publication Scheme 2014 the charges will be based on the following calculations:

General information requests

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data

While you cannot request personal data under the FOISA you are entitled to request your own personal data under the DPA. Under the DPA you can request your personal information from Phyllis Nelson, Carmondean Medical Group, Carmondean Health Centre, Livingston, West Lothian EH54 8PY. We reserve the right to charge a maximum of £50 for requests for an individual's own personal information.

Section 14 – Classes of information

The Freedom of Information (Scotland) Act, 2002 requires a publication scheme to specify the classes of information the Public Authority already publishes or intends to publish. Our intention is to publish as much information as possible through our guide to information, where there is known to be public interest. However, exemptions under the Freedom of Information (Scotland) Act, 2002 may allow us to withhold some information, as indicated in *Section 7: Information that we may withhold*.

We publish information that we hold within the following classes:

Class 1: About Carmondean Medical Group

Class 2: How we deliver our function and services

Class 3: How we take decisions and what we have decided

Class 4: What we spend and how we spend it

Class 5: How we manage our human, physical and information resources

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

Class 8: Our commercial publications

Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Class 1: About Carmondean Medical Group	
Class description: Information about Carmondean Medical Group, who we are, where to find us, how to contact us, how we are managed and our external relations.	
The information we publish under this class	How to access it
Practice name, address and contact details	Information contained in section 2 of this document and our practice leaflet. This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.
Organisational structure, roles and responsibilities of partners	Information contained in section 2 of this document and our practice leaflet. This information is available by and post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.
Practice opening hours	Information contained in section 2 of this document and our practice leaflet. This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.
Contact details for patients and complaints functions	Information contained in section 2 of this document and our practice leaflet.

	<p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Publication scheme and guide to information	<p>This information is available by post. The Model Publication Scheme 2014 is available on the Information Commissioner’s website¹ it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Charging schedule for published information	<p>Information contained in section 8 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Contact details and advice about how to request information	<p>Information contained in section 6 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Charging schedule for environmental information	<p>Information contained in section 13 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Legal/contractual framework for the authority	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Description of practice governance/decision making structures	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Governance policies	<p>Information contained in section 2 of this document and our practice leaflet.</p>

¹ <http://www.itspublicknowledge.info/MPS>

	<p>This information is available by post , it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Strategic planning processes	<p>Information contained in section 4 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Accountability relationships, including reports to regulators	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
<p>Class 2: How we deliver our functions and services</p>	
<p>Class description: Information about our work, our strategy and policies for delivering functions and services and information for our services users.</p>	
The information we publish under this class	How to access it
Description of practice functions, including statutory basis for them	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Strategies, policies and internal staff procedure for performing statutory functions	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by post , it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
How to report a concern to the practice	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Reports of the practice's exercise of its functions	<p>The practice does not hold this information.</p> <p>Where information is available it can be provided by post. It is also available from our GP practice.</p>
List of services, including statutory basis for them	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p>

	<p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Service policies and internal staff policies	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Service schedules and delivery plans	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Information for patients, including how to access services	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Service fees and charges	<p>Information contained in sections 5 of this document and our practice leaflet.</p> <p>This information is available by post, it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
<p>Class 3: How the practice takes decisions and what it has decided</p>	
<p>Class description: Information about the decisions we take, how we make decisions and how we involve others</p>	
The information we publish under this class	How to access it
Decisions taken by the practice: agendas, reports, papers, and minutes of meetings (that do not contain confidential patient information)	<p><u>Note for practices:</u> Practices should make available minutes of meetings. If these contain any information that would be exempt under the Act then these sections should be redacted prior to publication.</p> <p>Information contained in section 4 of this document.</p> <p>This information is available by post , it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Public consultation and engagement strategies	<p>Information contained in sections 4 of this document and our practice leaflet.</p> <p>This information is available by post , it is also available on our practice website Carmondeanmedicalgroup.co.uk</p>

	where appropriate. It is also available from our GP practice.
Class 4: What the practice spends and how it spends it	
Class description: Information about our strategy, and management of, financial resources (in sufficient detail to explain how we spend public money and what has actually been spent.	
The information we publish under this class	How to access it
Details on NHS funding received by the practice and the cost of operating our NHS contract	<p>Note for practices when competing this section: The Model Publication Scheme does not require individual salaries or income (including information from which this can easily be deduced) to be proactively published.</p> <p>Practices should make a note in this class to explain the above and to remind the public they have the right to request information under the Act. GPs will be free at that point to apply exemptions and the requester has the right to appeal to the Information Commissioner.</p> <p>Each GP should also consider what they can publish/release which gives the public as much information as possible on the cost of services, without disclosing personal information. There should be no reason why the practice cannot publish details of their NHS funding.</p> <p>This information is available by post , it is also available on our practice website Carmondeanmedicalgroup.co.uk where appropriate. It is also available from our GP practice.</p>
Cost of running the practice	<p>Note for practices when completing this section</p> <p>This information is available by post. It is also available from our GP practice.</p>
Purchaser equipment and supplies	[Depending on whether this information is held by your practice insert either “This information is available it can be provided by email and post [insert “it is also available on our practice website.”, where appropriate]. It may also be available from our GP practice.” or alternatively “We do not hold this information”.]
Purchasing plans and capital funding	We do not hold this information.
Expenses policies and procedures	This information is available by post , It is also available from our GP practice.
Staff pay and grading structure	This information is available it can be provided by post. It is also available from our GP practice.
Class 5: How the practice manages its human, physical and information resources	
Class description: Information about how we manage the human, physical and information resources of the authority	

The information we publish under this class	How to access it
Strategy and management of human resources	This information is available by post. It is also available from our GP practice.
Staffing structure	Information contained in section 2 of this document. This information is available by post. It is also available from our GP practice.
Human resources policies, procedures and guidelines (recruitment, performance, management, promotion, pensions, discipline, grievance, staff development)	This information is available by post. It is also available from our GP practice.
Management of the practice premises	This information is available by post. It is also available from our GP practice.
Premises maintenance arrangements	This information is available by post. It is also available from our GP practice.
Records management policy	Information contained in sections 10 of this document. This information is available by post. It is also available from our GP practice.
Information governance	Information contained in sections 5 of this document. This information is available by post. It is also available from our GP practice.
Class 6: How the practice procures goods and services from external providers	
Class description: Information about how we procure goods and services, and our contacts with external providers	
The information we publish under this class	How to access it
Procurement policies and procedures	[Depending on whether this information is held by your practice insert either “This information is available it can be provided by email and post [insert “it is also available on our practice website [provide specific link].”, where appropriate]. It may also available from our GP practice.” or alternatively “We do not hold this information”.]
Invitations to tender	We do not hold this information.
List of contracts that have gone through formal tendering, including details	We do not hold this information.
Class 7: How our practice is performing	
Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services	

The information we publish under this class	How to access it
External reports, reports for NHS boards, annual reports, and performance statements	This information is available by post. It is also available from our GP practice.
Quality and Outcomes Framework achievement	This information is available by post. It is also available from our GP practice.
<p>Class 8: Our commercial publications</p>	
<p>Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet (e.g. research journal)</p>	
The information we publish under this class	How to access it
List and details of any commercial publications	We do not hold this information.