

BARNT GREEN SURGERY Publication Scheme

Freedom of Information Act 2000



The Publication Scheme and Freedom of Information

The Freedom of Information Act (FOIA) 2000 sets a requirement for public authorities, such as the NHS and healthcare providers, to proactively publish information in line with seven classes of information, outlined within the publication scheme. The scheme has been designed to increase transparency as members of the public should be able to routinely access information that is in the public interest and is safe to disclose. This publication scheme provides members of the public with access to information we hold as an organisation, that we can make available to them.

The publication scheme includes a guide to information, specifying what information we publish and how it is available, for example, online or by contacting us and a schedule of fees, saying what we charge for information. Wherever possible and practicable, information will be provided through the Practice's website.

Classes of Information Covered under the Publication Scheme

The publication scheme makes information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

- Who we are and what we do?
- What we spend and how we spend it
- What are priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

WHO WE ARE AND WHAT WE DO?

Organisational information, structures, locations, and contacts

Information	Available under the Scheme?	Format (internet, electronic, hard copy)	Internet Links/Comments	Cost/Fees Photocopying (£)/Printing (£)/Postage (£)
1 About our Practice and our organisation	YES		Practice Leaflet/ website https://barntgreen.gpsurgery.net/	FREE
2 Organisational Structure	Yes		Practice Leaflet/ website https://barntgreen.gpsurgery.net/	FREE
3 Directors and Doctors within the Practice	YES		Practice Leaflet/ website https://barntgreen.gpsurgery.net/	FREE
4 Our overall purpose statement	YES	Hard on request from PM		*
5 Headquarters, locations, and contact details	N/A		Practice Leaflet/ website https://barntgreen.gpsurgery.net/	FREE
6 Our partners	YES		Practice Leaflet/ website https://barntgreen.gpsurgery.net/	FREE

7	Our services	YES		Practice leaflet/website - https://barntgreen.gpsurgery.net/	FREE
8	Pharmaceutical companies and medical suppliers' meetings	n/A			

WHAT WE SPEND AND HOW WE SPEND IT - Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

Information	Available under the Scheme?	Format (internet, electronic, hard copy)	Internet Links/Comments	Cost/Fees
1	Annual Reports and Accounts	NO		
2	Finance reports	No		
3	Capital programme reports	NO		
4	Allowances and expenses	NO		
5	Staff pay and grading structure	NO		
6	Financial expenditure over £25, 000	NO		

7	Charitable funds	NO			
8	Procurement/tendering procedures	NO			
9	Current tenders	NO			
10	Awarded contracts from tenders (and values)	YES	Hard on request from PM		*
11	GP net earnings	YES		https://barntgreen.gpsurgery.net/about/gp-earnings/	FREE

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING - Strategy and performance information, plans, assessments, inspections, and reviews

Information	Available under the Scheme?	Format (internet, electronic, hard copy)	Internet Links/Comments	Cost/Fees
1 Annual Reports	YES – excluding all information that is commercially sensitive or falls under	Hard on request from PM		*

		data protection (1)			
2	Business Plan	YES (as per(1))	Hard on request from PM		*
3	Targets, Aims and Objectives	YES (as per(1))	Hard on request from PM		*
4	Performance (standards, KPIs)	YES (as per(1))	Hard on request from PM		*
5	Clinical governance arrangements	YES (as per(1))	Hard on request from PM		*
6	Quality Accounts and Care Quality Commission (CQC) Standards	YES		https://www.cqc.org.uk/location/1-569182762	FREE
7	Friends & Family Tests/Patient Experience Surveys	YES		https://www.nhs.uk/using-the-nhs/about-the-nhs/friends-and-family-test-fft/	FREE
8	National Patient surveys (CQC and Department of Health)	YES		https://gp-patient.co.uk/	FREE
9	Audit reports	YES (as per(1))	Hard copy from PM		*
10	Data Protection Impact Assessments (DPIA)	YES (as	Hard copy from PM		*

(in full or summary format)	per(1))		
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HOW WE MAKE DECISIONS - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Information	Available under the Scheme?	Format (internet, electronic, hard copy)	Internet Links/Comments	Cost/Fees
1 Practice meeting dates, agendas, and papers	YES – excluding all information that is commercially sensitive or falls under data protection (1)	Hard on request from PM		*
2 Communications	YES (as per(1))	Hard copy from PM		*
3 Public consultations (e.g. example, concerning closures/variations of services)	YES	Hard on request from PM		*
4 Internal communications guidance and criteria used for decision making (e.g. process systems and key personnel)	YES (as per(1))	Hard on request from PM		*

5	Major incident plan	YES (as per(1))	Hard on request from PM		*
6	Winter pressures plan	YES (as per(1))	Hard on request from PM		*
7	Compliments and complaints reports	YES (as per(1))	Hard on request from PM		*
8	Information governance (data protection and freedom of information)	YES		All available on website - https://barntgreen.gpsurgery.net/about/	FREE

OUR POLICIES AND PROCEDURES - Current written protocols for delivering our functions and responsibilities.

Information	Available under the Scheme?	Format (internet, electronic, hard copy)	Internet Links/Comments	Cost/Fees
1	Policies & procedures relating to the conduct of business and the provision of services	YES (as per(1))	Hard on request from PM	*
2	Health and Safety	YES (as per(1))	Hard on request from PM	*
3	Human resources (recruitment and employment)	YES (as per(1))	Hard on request from PM	*

4	Equality and diversity and equality scheme	YES (as per(1))	Hard on request from PM		*
5	Standing financial procedures/instructions	NO			*
6	Standing orders	NO			*
7	Complaints and other customer service policies and procedures	YES (as per(1))	Hard on request from PM		*
8	Data protection/records management/Caldicott Guardian	YES (as per(1))	Hard on request from PM		*
9	Estate management	YES (as per(1))	Hard on request from PM		*
10	Charging regimes and policies	YES (as per(1))	Hard on request from PM		*

LISTS AND REGISTERS - Information held in registers required by law and other lists and registers relating to the functions of the authority.

Information	Available under the Scheme?	Format (internet, electronic, hard copy)	Internet Links/Comments	Cost/Fees
1	List of main contractors/suppliers	YES (as per(1))	Hard on request from PM	*

2	Capital asset registers (land, buildings, etc.)	YES (as per(1))	Hard on request from PM		*
3	Information Asset Register	YES	Hard on request from PM		*
4	CCTV locations	N/A			*
5	Any register of interests kept in the authority	YES (as per(1))	Hard on request from PM		*
6	Gifts and hospitality register	YES (as per(1))	Hard on request from PM		*
7	Freedom of Information (FOI) Disclosure Log	YES (as per(1))	Hard on request from PM		*
8	Data Protection Impact Assessments (DPIA) (in full or summary format)	YES (as per(1))	Hard on request from PM		*

THE SERVICES WE OFFER - Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

Information

Available

Format (internet,

Internet Links/Comments

Cost/Fees

		under the Scheme?	electronic, hard copy)		
1	Our Practice services	YES		https://barntgreen.gpsurgery.net/about/	FREE
2	Non-clinical services	YES		https://barntgreen.gpsurgery.net/about/	FREE
3	Patient information leaflets, booklets, and newsletters	YES		https://barntgreen.gpsurgery.net/about/	FREE
4	Patient Advice and Liaison Service (PALS)	N/A			
5	Advice and guidance	YES (as per(1))	Hard on request from PM		*
6	Corporate communications and media releases	YES (as per(1))	Hard on request from PM		*
7	Services for which the Practice is entitled to recover a fee, together with those fees	YES	HARD – available form reception		*

*could incur a charge