

Tweeddale Medical Practice

**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

Tweeddale Medical Practice 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 Tweeddale Medical Practice

General information

Tweeddale Medical Practice
Fort William Health Centre
Camaghael
FORT WILLIAM
PH33 7AQ
Tel: -01397 703136
Fax: 01397 709811
Email: High-UHB.GP55624-Admin@nhs.net

Organisational Structure

5 GP Partners
1 Practice Manager
1 IT/Finance Manager
3 Admin Staff
5 Reception Staff
2 Health Care Assistants
3 Practice Nurses

Attached Staff (not directly employed by the practice but working within the same building as part of the local NHS healthcare team)

Macmillan Nurses
Health Visitors
Community Nurses
Social Workers
Community Chaplaincy Listening Service Counsellor

The practice opening hours are 8am-6pm Monday to Friday
NHS 24 cover 6pm-8am weekdays and 6pm Friday to 8am Monday

Concerns or complaints about the services we provide can be made directly to the practice

- In person to a member of staff
- By telephone on **01397 703136**
- By letter, writing to Diane Falconer, Practice Manager, Tweeddale Medical Practice
- Fort William Health Centre
- Camaghael
- FORT WILLIAM
- PH33 7AQ
- By email, diane.falconer@nhs.net please provide your full postal address and telephone details and that of the patient if you are complaining on behalf of somebody
- By using the Feedback Form on the Contact Details page of our website www.tweeddale.com/

or to NHS Highland

- In person to a member of staff
- By telephone on **01463 705997**
- By letter, writing to The Feedback Team, NHS Highland, PO Box 5713, Inverness IV1 9AQ
- By email, nhshighland.feedback@nhs.net please provide your full postal address and telephone details and that of the patient if you are complaining on behalf of somebody
- By using the NHS Highland Complaint Form below. This form must be downloaded, completed and sent to either the postal or email address given above.

Constitution

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

How the practice is run

The GP Partners are responsible for making strategic and operational decisions about the function/delivery of services of the practice.

Weekly business management meetings and an annual review of Practice Development Plan are held.

Under our contract of services with the NHS Highland Board 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. Tweeddale Medical Practice holds a General Medical Services contract with NHS Highland. Under this contract we provide primary medical services to patients that reside within our practice area which covers Fort William, Caol, Inverlochy, Claggan, Lochyside, Banavie and Corpach. It extends to Glenfinnan to the West, Loch Lochy to the North, Roy Bridge and Fersit to the East, and the Ballachulish Bridge to the South.

GP contractors Dr James Douglas, Dr Alan Massie, Dr Jane Munro, Dr Craig McArthur, Dr Sara Murray hold the contract for services with the NHS board and are responsible for fulfilling the obligations of the contract. The "General Medical Services" Regulations outline our responsibilities under our contract. The payment arrangements under our contract are contained in the GMS: Statement of Financial Entitlements (the GMS Contract details and current year's SFE can be found on the NHS Scotland website <http://www.show.scot.nhs.uk/publications/publication.asp>).

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 Highland we provide a range of services to our patients, including:

- general primary medical services
- chronic disease management
- practice based anticoagulation monitoring
- child health surveillance
- contraceptive services
- maternity medical services
- minor surgery services
- immunisation services
- palliative care enhanced service

It is important to note that this range of services may be subject to change and may not always be available.

The practice adheres to the highest standards in relation to confidentiality and data security.

The practice is registered and conforms to the laws as specified in the **Data Protection Act 1998**.

We adhere to the principles of the **Caldicott** report set out for health and social care organisations;

- Justify the purpose
- Don't use patient identifiable information unless it is necessary
- Use the minimum necessary patient-identifiable information
- Access to patient identifiable information should be on a strict need-to-know basis
- Everyone with access to patient identifiable information should be aware of their responsibilities
- Understand and comply with the law
- The duty to share information can be as important as the duty to protect patient confidentiality

Current electronic systems for sharing of information within the NHS;

Emergency Care Summary (ECS) - This is a summary of basic information about your health which might be important if you need urgent medical care when your GP surgery is

closed, or when you go to an accident and emergency department. It means that all NHS staff looking after you can get important information about your health, even if they cannot contact your GP surgery. It contains the following information:

- Your name
- Your date of birth
- The name of your GP surgery
- An identifying number called a CHI number (there is more about the CHI number later)
- Information about any medicines prescribed by your GP surgery
- Any bad reactions you've had to medicines that your GP knows about

Click here to read more about your **ECS**

If you do not wish your information to be shared in this way, please inform the Practice Manager.

Key Information Summary (KIS) - The Key Information Summary is further information in addition to your ECS. It includes a summary of your medical history and patient wishes taken from the GP electronic record. It will be available to clinicians working in NHS 24 and Out of Hours services if you need care when your GP surgery is closed.

With your permission, your Key Information Summary will include information on your:

- Medication
- Allergies and reactions to medicines
- Contact information
- Care plans
- Next of kin and carer details
- Wishes or special instructions
- Management plans if you have a long term condition (such as diabetes)
- Preferred place of care

If your GP feels it would benefit your care for this additional information to be added to your ECS, they will discuss this with you and ask for your explicit consent.

[Patient Information Leaflet - English](#)

[Patient Information Leaflet - Gaelic](#)

[Patient Information Leaflet - Polish](#)

[Patient Information Leaflet - Easy Read](#)

[Patient Information - British Sign Language Video Clip](#)

[KIS FAQs](#)

Need To Know - Information about your past medical history, medication and allergies will only be shared with NHS colleagues on a "Need To Know" basis, i.e. if they require that information to enable them to provide the best quality health care for you.

TRAINING

Tweeddale Medical Practice is an accredited Training Practice.

COMMUNICATION SUPPORT

If you need help when accessing any of our services, our staff can book free and confidential communication support for you

- Telephone Translators
- British Sign Language Interpreter
- Electronic Notetaker
- Lip Speaker
- Deafblind Communicator

Please enquire with reception staff at the point of booking.

To access any of our services, please come to the practice or contact us by telephone on 01397 703136.

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

The practice is owned by the partners and practice employees are employed directly by the partnership of Tweeddale Medical Practice.

As well as clinical roles, the partners have responsibility for management areas relating to the running of the practice such as staff management, finance, premises and timetables. The roles are discussed and updated regularly and a list of their roles is made available to staff. Decisions are made by majority vote of the partners.

The partners are supported in their roles by the Practice Manager and IT/Finance Manager. The partners, staff and attached staff meet daily at the Practice Buzz Group meeting to discuss and plan the day-to-day patient care. They also meet on a weekly basis to discuss and implement information items which may affect patient care.

The MacMillan Nurses, Health Visitors, Community Nurses and Social Workers also attend on a regular basis and palliative care patients are discussed.

There is regular pre-planned attendance by a GP to the local nursing homes with which we are aligned.

There are weekly business meetings attended by the partners, Practice Manager and IT/Finance Manager. The meetings are chaired by the Practice Manager. Minutes are prepared by the Practice Manager and staff are advised of decisions arising from the meeting which relate to them.

There are various other team meetings as follows;

- Clinical Meeting (weekly)
- Reception Team (weekly)
- Admin Team (monthly)
- GP/Practice Nurse/Health Care Assistant/Reception Supervisor/Practice Manager (monthly)
- Practice Nurse/Health Care Assistant/Practice Manager (monthly)

Staff are encouraged to discuss items regarding the running of the practice with the Practice Manager and these can be fed into the decision making process as required.

The Practice Manager will put any management issues raised on the Partners' Agenda or will feed back on decisions affecting staff from the partners' meeting.

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

Section 5: What we spend and how we spend it

Tweeddale Medical Practice 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.

By email

You can request the information you seek by email at diane.falconer@nhs.net, 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 01397 703136 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:

Tweeddale Medical Practice
Fort William Health Centre
Camaghael
FORT WILLIAM
PH33 7AQ

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 from the practice premises or it can be sent to you electronically by email.

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

Tweeddale Medical Practice 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 Tweeddale Medical Practice. 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 Tweeddale Medical Practice 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

Tweeddale Medical Practice 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

Diane Falconer
Practice Manager
Tweeddale Medical Practice
Fort William Health Centre
Camaghael
FORT WILLIAM
PH33 7AQ
Tel: -01397 703136
Fax: 01397 709811
Email: diane.falconer@nhs.net

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:

Diane Falconer
Practice Manager
Tweeddale Medical Practice
Fort William Health Centre
Camaghael
FORT WILLIAM
PH33 7AQ
Tel: -01397 703136
Fax: 01397 709811
Email: diane.falconer@nhs.net

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

Diane Falconer
Practice Manager
Tweeddale Medical Practice
Fort William Health Centre
Camaghael
FORT WILLIAM
PH33 7AQ
Tel: -01397 703136
Fax: 01397 709811
Email: diane.falconer@nhs.net

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 Tweeddale Medical Practice. 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 Tweeddale Medical Practice

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 Tweeddale Medical Practice	
Class description: Information about Tweeddale Medical Practice, 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 email and post. 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 email and post. 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 email and post. 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. This information is available by email and post. It is also available from our GP practice.
Publication scheme and guide to information	This information is available by email and post. The Model Publication Scheme 2014 is available on the Information

	Commissioner's website ¹ . It is also available from our GP practice.
Charging schedule for published information	Information contained in section 8 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Contact details and advice about how to request information	Information contained in section 6 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Charging schedule for environmental information	Information contained in section 13 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Legal/contractual framework for the authority	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Description of practice governance/decision making structures	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
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	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Governance policies	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Strategic planning processes	Information contained in section 4 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Accountability relationships, including reports to regulators	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Class 2: How we deliver our functions and services	

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

Class description: Information about our work, our strategy and policies for delivering functions and services and information for our services users.	
The information we publish under this class	How to access it
Description of practice functions, including statutory basis for them	Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Strategies, policies and internal staff procedure for performing statutory functions	Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
How to report a concern to the practice	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Reports of the practice's exercise of its functions	The practice does not hold this information.
List of services, including statutory basis for them	Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Service policies and internal staff policies	Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Service schedules and delivery plans	Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Information for patients, including how to access services	Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Service fees and charges	Information contained in sections 5 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Class 3: How the practice takes decisions and what it has decided	
Class description: Information about the decisions we take, how we make decisions and how we involve others	
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>Note for practices: 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 email and post. 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 email and post. It is also available from our GP practice.</p>
<p>Class 4: What the practice spends and how it spends it</p>	
<p>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.</p>	
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 email and post. 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 email and post. It is also available from our GP practice.</p>
Purchaser equipment and supplies	This information is available by email and post. It is also available from our GP practice.
Purchasing plans and capital funding	This information is available by email and post. It is also available from our GP practice.
Expenses policies and procedures	This information is available by email and post. It is also available from our GP practice.
Staff pay and grading	We do not operate a pay/grading structure for our staff.

structure	
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 email and post. It is also available from our GP practice.
Staffing structure	Information contained in section 2 of this document. This information is available by email and 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 email and post. It is also available from our GP practice.
Management of the practice premises	This information is available by email and post. It is also available from our GP practice.
Premises maintenance arrangements	This information is available by email and 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 email and post. It is also available from our GP practice.
Information governance	Information contained in sections 5 of this document. This information is available by email and 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	This information is available by email and post. It is also available from our GP practice.
Invitations to tender	This information is available by email and post. It is also available from our GP practice.
List of contracts that have gone through formal tendering, including details	This information is available by email and post. It is also available from our GP practice.
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 email and post. It is also available from our GP practice.
Quality and Outcomes Framework achievement	<u>Note for practices:</u> While this information is held by other bodies it should also be available from practices. This information is available by email and post. It is also available from our GP practice.
Class 8: Our commercial publications	
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)	
The information we publish under this class	How to access it
List and details of any commercial publications	This information is available by email and post. It is also available from our GP practice.