Information available from *Stockwell Road 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 medical services we provide under contract to the National Health Service. Information/documents are listed as Free of Charge (FOC) where they can be accessed on our website or emailed. Otherwise for documents to be available to be collected, there is a minimum charge of 10p per page.

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| **Information to be published** | **How the information can be obtained**(eg hard copy, website) | **Cost** |
| **Class 1 - Who we are and what we do**(Organisational information, structures, locations and contacts)This will be current information only  | Available on our website | FOC |
| Doctors in the practice | Available on our website | FOC |
| Contact details for the practice (named contacts where possible with telephone number and email address (if used)) | Available on our website | FOC |
| Opening hours | Available on our website | FOC |
| Other staffing details | Available on our website | FOC |
| Meetings specifically with pharmaceutical companies and other medical suppliers.  | Requests should be specific on subject matter and checks of availability will be made.  | Charge for any hard copy of 10p per page |
| **Class 2 – What we spend and how we spend it** |  |  |
| Details on NHS funding received by the practice. | Available on our website | FOC |
| Declaration of GPs’ NHS income. | Available on our website | FOC |
| Details of expenditure items over £10,000 where practical. | None held |  |

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| **Class 3 – What our priorities are and how we are doing** |  |  |
| Plans for the development and provision of NHS services | Any plans we have will be in hard copy available on paper or by email | Charge 10p per sheet for paper |
| Details of our Friends and Family results  | Available on our website | FOC |
| Inspection reports by our regulators: the CQC  | Available on our website | FOC |
| **Class 4 – How we make decisions**(Decision making processes and records of decisions)Current and previous year  |  |  |
| Records of decisions made in the practice affecting the provision of NHS/HSC services. | Requests should be specific on subject matter and checks of availability will be made.  | Charge for any hard copy of 10p per page |

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| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only.  |  |  |
| Policies and procedures about customer service | None held |  |
| Internal instructions to staff and policies relating to the delivery of services | Requests should be specific on subject matter and checks of availability will be made.  | Charge for any hard copy of 10p per page |
| Policies and procedures about the recruitment and employment of staff | Hard copy available by email | FOC |
| Equality and diversity policy | Hard copy available by email | FOC |
| Health and safety policy | Hard copy available by email | FOC |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Available on our website | FOC |
| Records management policies (records retention, destruction and archive) | Patient records are managed by NHS England |  |
| Data protection policies  | Hard copy available by email | FOC |
| Policies and procedures for handling requests for information | On our website and in hard copy | FOC |
| **Class 6 – Lists and Registers**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 |  |
| **Class 7 – The services we offer**(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)Current information only | News and guidance available on our website | FOC |
| The services provided under contract to the NHS/HSC | Available on our website | FOC |
| Charges for any of these services | Charges for any non NHS services are listed on our website | FOC |
| Information leaflets | Available to download from our website | FOC |
| Out of hours arrangements | Available on our website | FOC |