



## **Publication Scheme**

### **Freedom of Information and Publication Scheme**

#### **Introduction**

The Freedom of Information Act 2000 (FOIA) requires all public authorities to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) introduced a single generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*. This is a very general scheme based on the principle that all public authorities need to recognise the public interest in the transparency of the services provided for and paid for by the general public. It is a commitment to make information easily available to the public.

Orthodontists providing Orthodontic services under contract with the NHS in England and Northern Ireland are public authorities in respect of information relating to those services.

This Publication Scheme is a complete guide to the information routinely made available to the public by Richard Gibson and Wallasey Orthodontic Practice. Some information is not made publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

## Cost

Information available through the Practice Publication Scheme will be readily available at a low cost or at no cost to the public. If we do charge for this information, our charges will be justifiable, clear and kept to a minimum.

Charges may be made for activities such as printing, photocopying and postage as well as information that we are legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The Practice will ask for payment before providing the information.

## FOI requests and the publication scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and will be made available unless it can be legitimately withheld.

Information available from Wallasey Orthodontic Practice providing Orthodontic services under contract to the NHS under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the Orthodontic services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Information about those who work at the Practice is available in the Practice Information Leaflet, which is available from the Practice Reception. The information is also published on our Practice website at <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a></p>	<p>No charge</p>

<p>Who's who in the Practice</p>	<p>These details are available in our Practice Information Leaflet, which is available from the Practice Reception. The information is also published on our Practice website at <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a></p>	<p>No charge</p>
<p>Contact details for the Practice (named contacts where possible with telephone number and email address (if used))</p>	<p>These details are available in our Practice Information Leaflet, which is available from the Practice Reception. The information is also published on our Practice website at <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a></p>	<p>No charge</p>
<p>Opening hours</p>	<p>This information is available in our Practice Information Leaflet, which is available from the Practice Reception. The information is also published on our Practice website at <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a></p>	<p>No charge</p>
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum</p>	<p>Information on NHS funding and contract targets is available from the Practice Owner  On request in writing – hard copy</p>	<p>No charge</p>
<p>Details on NHS funding received by the Practice and the cost of operating the NHS contract.</p>	<p>Information on NHS funding and contract targets is available from the Practice Owner  On request in writing – hard copy</p>	<p>No charge</p>

<p>Total annual expenditure on the provision of our contracted services</p>	<p>Practice costs for providing services relate to the provision of both NHS and private care. We have, therefore, apportioned our expenditure to reflect the number of NHS patients</p> <p>The total annual expenditure for the provision of our contracted services is available for:</p> <ul style="list-style-type: none"> <li>• Staff and personnel costs</li> <li>• Premises and equipment costs</li> <li>• Utilities cost, materials and supplies</li> </ul> <p>The information is available from The Practice Owner on request in writing – electronic or hardcopy</p>	<p>No charge</p>
<p>Audit of NHS income, if held</p>	<p>The Practice is not subject to formal audits, so this information is not held</p>	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Plans for the development and provision of NHS services</p>	<p>This information is available in our Practice Newsletter, which is available from the Practice Reception.</p>	<p>No charge</p>

<p>Performance data including performance against targets</p>	<p>This information is available from the Practice Owner - On request in writing – electronically or hard copy</p>	<p>No charge</p>
<p>Practice inspection. Inspection reports by regulators the Care Quality Commission (CQC)</p>	<p>The date and conclusions of our last Practice inspection are available from the Registered Manager - On request in writing – electronically or hard copy. It can also be accessed through our website on <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a> and the CQC website on <a href="http://www.cqc.org.uk">www.cqc.org.uk</a></p>	<p>Reasonable copying costs may be charged if necessary</p>
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous year as a minimum</p>		
<p>Records of decisions made in the Practice affecting the provision of NHS services.</p>	<p>As a small business, we do not normally maintain formal records of management decisions.</p> <p>However, any changes in the provision of NHS services are incorporated into the Patient Newsletter which is available from the Practice Reception. We may also notify patients via notices in our Reception area. Copies of Patient Newsletters can be located from Reception On request in writing – electronic - hard copy</p>	<p>No charge</p>
<p><b>Class 5 – Our policies and procedures</b></p>		

(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures about customer service	Information about our customer service is available from the Practice Reception  We use guidelines published by the National Institute for Health and Clinical Excellence and copies are available – hard copy or electronic	No charge
Policies and procedures about employment of staff	Copies of the Practice Disciplinary Policy and Grievance Policy are available from the Practice Reception.	No charge
Equality and diversity policy	A copy of the Practice policy on Equality and Diversity is available from the Practice Reception	No charge
Health and safety policy	A copy of the Practice Health and Safety Policy is available from the Practice Reception	No charge
Infection control policy	A copy of the Practice Infection Control Policy is available from the Practice Reception.	No charge
Radiation protection checklist	A copy of the Practice Radiation Protection Checklist is available from the Practice Reception.	No charge
Complaints procedures (including those covering requests for information and operating the publication scheme)	A copy of the Practice Complaints Procedure is available from the Practice Reception. Information about how to make a complaint	No charge

	is also published on the Practice website at <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a>	
Records management policies (records retention, destruction and archive)	A copy of the Practice Records Management Policy is available from the Practice Reception.	No charge
Confidentiality and data protection policies	Copies of the Practice Confidentiality Policy and Data Protection Code of Practice is available from Reception	No charge
Policies and procedures for handling requests for information	A copy of the Practice procedure for Handling Requests for Information is published on the Practice website <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a>	No charge
Practice Information Leaflet	Our Practice Information Leaflet can be obtained from the Practice Reception. The information is also published on our Practice website at <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a>	No charge
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	None held	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	None held	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
Current information only		
The services provided under contract to the NHS	This information is included in our Practice Information Leaflet, which is available from the Practice Reception. The information is also published on our Practice website at	No charge

	<a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a>	
Charges for any of these services	Information about NHS patient charges is included in our Patient Information Leaflet, which is available from Reception. The information is also published on our Practice website at <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a>	No charge
Information Leaflets	Can be obtained from the Practice Reception. Information can also be downloaded from our Practice website <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a>  Information may also be found on NHS on <a href="http://www.nhs.uk">www.nhs.uk</a>	No charge
Out of hours' arrangements	Available from the Practice Reception <a href="http://www.wallaseyorthodontics.co.uk">www.wallaseyorthodontics.co.uk</a> and <a href="http://www.nhs.uk">www.nhs.uk</a>	No charge

Useful resources websites:

[www.ico.org.uk](http://www.ico.org.uk) – Information Commissioners Office

<http://content.digital.nhs.uk/home> – This is the Freedom of Information website