

## Freedom of Information Act model publication scheme

Information available from Fireclay Health under the FoI Act model publication scheme. Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

Information to be published	How information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> <i>current information only</i> (Organisational information, structures, locations and contacts)		
Doctors in the practice	Practice Website Practice Leaflet	Nil
Contact details for the practice	Practice Website Practice Leaflet	Nil
Opening hours	Practice Website Practice Leaflet	Nil
Other staffing details	Practice Website Practice Leaflet	Nil
<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)		
Total cost to the CCG/NHS England/Public Health of our contracted services (as below)	Hard Copy	Print Costs
Audit of NHS income Fees & re-imburements PMS contract NHS Appointments	Hard Copy	Print Costs

Information to be published	How information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Questionnaire Results	National Patient Survey website Practice Website	Nil
Plans for the development and provision of NHS services Minutes from Patient Participation Group	Electronic Copy	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Records of decisions made in the practice affecting provision of NHS services	Hard Copy	Print costs
<b>Class 5 – Our policies and procedures</b> <i>current information only</i> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures about the employment of staff	Hard Copy	Print Costs
Internal instructions to staff and policies relating to the delivery of services	Hard Copy	Print Costs
Equality and diversity policy	Hard Copy	Print Costs
Health and safety policy	Hard Copy	Print Costs
Complaints procedures	Hard Copy	Print Costs
Records management policies (records retention, destruction and archive)	Hard Copy	Print Costs
Data protection policies	Hard Copy	Print Costs
Policies and procedures for handling requests for information	Hard Copy	Print Costs
Patients' charter	Not held	Nil

Information to be published	How information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> <i>currently maintained lists and registers only</i>		
Any publicly available register or list	Not held	Nil
<b>Class 7 – The services we offer</b> <i>current information only</i> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
The services provided under contract to the NHS	Practice Website	Nil
Charges for any of these services	Practice Website Advertised within each surgery.	Nil
Information leaflets	Practice Website Leaflets within surgery	Nil
Out of hours arrangements	Practice Website Practice Leaflet	Nil