

Information available from St Georges Crescent Surgery under the Freedom of Information Act model publication scheme

Revised 1st January 2009

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 the information can be obtained (e.g. hard copy or website)	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Doctors in the practice	<i>Dr Samir Naseef Dr Abdul Hafeez</i>	NA
Contact details for the practice (named contacts where possible with telephone number and website details)	<i>Tel: 01978 290708 Fax: 01978 290836 www.stgeorgescrestsurgey.co.uk</i>	NA
Opening hours	<i>Practice Booklet Practice Website Practice Notice board For out of hours call 01978 290708 or 0300 123 55 66</i>	Free of charge
Other staffing details	<i>Practice Manager – Mr David Collins Further staff details are available from Practice</i>	Free of charge

	<i>Website or by written request from practice manager</i>	
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Total cost to the PCT/LHB/HSSB of our contracted services.	<i>Hard copy (by application)</i>	<i>Price on application</i>
Audit of NHS income	<i>Hard copy (by application)</i>	<i>Price on application</i>
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Plans for the development and provision of NHS services	<i>Hard copy (by application)</i>	<i>Price on application</i>
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum		
Records of decisions made in the practice affecting the provision of NHS services	<i>Hard copy (by application)</i>	<i>Price on application</i>

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (mark “not held” against any policies not actually held)		
Policies and procedures about the employment of staff	<i>Hard copy (by application)</i>	<i>Price on application</i>
Internal instructions to staff and policies relating to the delivery of services	<i>Hard copy (by application)</i>	<i>Price on application</i>
Equality and diversity policy	<i>Hard copy (by application)</i>	<i>Price on application</i>
Health and safety policy	<i>Hard copy (by application)</i>	<i>Price on application</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>Practice Leaflet Practice Website</i>	<i>Free of Charge</i>
Records management policies (records retention, destruction and archive)	<i>Hard copy (by application)</i>	<i>Price on application</i>
Data protection policies	<i>Hard copy (by application)</i>	<i>Price on application</i>
Policies and procedures for handling requests for information	<i>Hard copy (by application)</i>	<i>Price on application</i>
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)	<i>None held</i>	<i>N/A</i>

Class 7 – The services we offer (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	<i>Practice Booklet Practice Website</i>	<i>Free of charge</i>
Charges for any of these services	<i>Prices available at reception by request</i>	<i>Free of charge</i>
Information leaflets	<i>Hard copy from reception</i>	<i>Free of charge</i>
Out of hours arrangements	<i>Practice Leaflet Practice Website Practice Noticeboard</i>	<i>Free of charge</i>

Please note: If you are unable to access information through the website paper copies are available, although charges may apply, please contact the Practice Manager for further details