

## Guide to Information provided under the model publication scheme

### Information available from Bartlett Group Practice under the Freedom of Information 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 the information can be obtained (eg hard copy, website)	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>	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a></li> </ul>	FREE
Doctors in the practice	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a></li> </ul>	FREE
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a></li> </ul>	FREE
Opening hours	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a></li> </ul>	FREE
Other staffing details	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a></li> </ul>	FREE
Meetings specifically with pharmaceutical companies and other medical suppliers. We would expect as a minimum that this information should include the name of the company, the date and, if appropriate, the name of the member(s) of staff attending (if recorded), together with a general indication of the category of meeting, for example marketing or promotion. The names of staff attending should include any senior managers and any medically qualified staff if this information is recorded.	From: Operations Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 317551 <a href="mailto:wendy.foster3@nhs.net">wendy.foster3@nhs.net</a>	Copying costs may apply
<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)</p> <p>Current and previous financial year as a minimum</p>	From: The Business Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a>	Copying costs may apply

<p>Details on NHS funding received by the practice. We would expect practices to consider publishing as much information as practically possible including as much detail as possible.</p>	<p>From: The Business Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a></p>	<p>Copying costs may apply</p>
<p>Audit of NHS income</p>	<p>From: The Business Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a></p>	<p>Copying costs may apply</p>
<p>Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>From: The Business Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a></p>	<p>Copying costs may apply</p>
<p>List and value of contracts awarded by the practice. We would normally only expect the practice to publish details of contracts that are of sufficient size to have gone through a formal tendering process</p>	<p>From: The Business Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a></p>	<p>Copying costs may apply</p>

Staff allowances and expenses that can be incurred or claimed, with totals paid to senior staff members (for the purpose of this document, senior staff are defined as partners or equivalent level), by references to categories.	From: The Operations Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a>	Copying costs may apply
Pay policy	From: Operations Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 317551 <a href="mailto:wendy.foster3@nhs.net">wendy.foster3@nhs.net</a>	Copying costs may apply
Declaration of GPs' NHS income. The information made available as part of GPs' contractual obligation to publish their net income relating to NHS contracts, once this obligation is in force. A link may be provided to the information on a third party website, and /or a description of where this information is available.	◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a>	FREE
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	From: The Business Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a>	Copying costs may apply
Plans for the development and provision of NHS services	SHCCG Surrey heath House Knoll Road Camberley GU15 3HD	Copying costs may apply
Performance data including performance against targets	From: The Business Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a>	Copying costs may apply
Inspection reports by regulators by CQC and any other regulators	<a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a>	FREE
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous year as a minimum	From: The Business Manager Bartlett Group Practice Frimley Green medical Centre 1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: <a href="mailto:ian.friend@nhs.net">ian.friend@nhs.net</a>	Copying costs may apply
Records of decisions made in the practice affecting the provision of NHS services	From: The Business Manager Bartlett Group Practice Frimley Green medical Centre	Copying costs may apply

	1 Beech Road Frimley Green Surrey GU16 6QQ Tel: 01252 835016 Email: ian.friend@nhs.net	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>Here we have listed the policies we would expect practices to have. Any additional policies should also be listed. Mark “not held” against any policies that are not actually held.</p>	<p>Please enquire via the Operations Manager</p> <p>(contact details above)</p>	FREE
Policies and procedures about customer service	<p>Please enquire via the Operations Manager</p> <p>(contact details above)</p>	FREE
Internal instructions to staff and policies relating to the delivery of services	<p>Please enquire via the Operations Manager</p> <p>(contact details above)</p>	FREE
Policies and procedures about the recruitment and employment of staff	Staff Handbook (electronic copy available from the practice manager)	FREE
Equality and diversity policy	Electronic copy available from the Operations Manager (contact details above)	FREE
Health and safety policy	Electronic copy available from the Operations Manager (contact details above)	FREE
Complaints procedures (including those covering requests for information and operating the publication scheme)	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a></li> <li>◆ Practice policy available from the Operations Manager Contact details above)</li> </ul>	FREE

Records management policies (records retention, destruction and archive)	Electronic copy available from the Operations Manager (contact details above)	FREE
Data protection policies	Electronic copy available from the Business Manager (contact details above)	FREE
Policies and procedures for handling requests for information	Electronic copy available from the Business Manager (contact details above)	FREE
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	None held	
We recognise that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “none held” can be entered in this section.	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	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a> (contact details above)</li> </ul>	FREE
The services provided under contract to the NHS	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a> (contact details above)</li> </ul>	FREE
Charges for any of these services	<ul style="list-style-type: none"> <li>◆ Published in reception</li> <li>◆ Hard copy available on request from the Business Manager (contact details above)</li> </ul>	FREE
Information leaflets	<ul style="list-style-type: none"> <li>◆ Available on request from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> </ul>	FREE
Out of hours arrangements	<ul style="list-style-type: none"> <li>◆ Practice Booklet available from reception</li> <li>◆ NHS website <a href="http://www.nhs.uk">www.nhs.uk</a></li> <li>◆ Practice website <a href="http://www.bartlettgrouppractice.co.uk">www.bartlettgrouppractice.co.uk</a></li> </ul>	FREE