

- **The Cornerstone Practice P81734**
- **Bentham Road Health Centre Y02657**

Publication Scheme

Freedom of Information Act 2000

The Publication Scheme and Freedom of Information

The Freedom of Information Act (FOIA) 2000 sets a requirement for public authorities, such as the NHS and healthcare providers, to proactively publish information in line with seven classes of information, outlined within the publication scheme. The scheme has been designed to increase transparency as members of the public should be able to routinely access information that is in the public interest and is safe to disclose. This publication scheme provides members of the public with access to information we hold as an organisation, that we can make available to them.

The publication scheme includes a guide to information, specifying what information we publish and how it is available, for example, online or by contacting us and a schedule of fees, saying what we charge for information. Wherever possible and practicable, information will be provided through the Practice's website.

Classes of Information Covered under the Publication Scheme

The publication scheme makes information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

- Who we are and what we do?
- What we spend and how we spend it
- What are priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

WHO WE ARE AND WHAT WE DO?

Organisational information, structures, locations, and contacts

Information		Available under the Scheme?	Internet Links/Comments
1	About our Practice and our organisation	YES	Cornerstone Health Care (cornerstonepractice.com)
2	Organisational Structure	YES	Cornerstone Health Care (cornerstonepractice.com)
3	Directors and Doctors within the Practice	YES	Cornerstone Health Care (cornerstonepractice.com)
4	Our overall purpose statement	YES	Contact Practice Manager for more information
5	Headquarters, locations, and contact details	YES	Cornerstone Health Care (cornerstonepractice.com)
6	Our partners	YES	Cornerstone Health Care (cornerstonepractice.com)
7	Our services	YES	Cornerstone Health Care (cornerstonepractice.com)
8	Pharmaceutical companies and medical suppliers' meetings	N/A	

WHAT WE SPEND AND HOW WE SPEND IT - Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

Information		Available under the Scheme?	Internet Links/Comments
1	Annual Reports and Accounts	YES	Contact Practice Manager for more information
2	Finance reports	NO	
3	Capital programme reports	N/A	
4	Allowances and expenses	N/A	
5	Staff pay and grading structure	YES	NHS Agenda for Change terms Contact Practice Manager for more information
6	Financial expenditure over £25, 000	YES	Contact Practice Manager for more information
7	Charitable funds	YES	Contact Practice Manager for more information
8	Procurement/tendering procedures	YES	Contact Practice Manager for more information
9	Current tenders	NO	
10	Awarded contracts from tenders (and values)	YES	Contact Practice Manager for more information

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING - Strategy and performance information, plans, assessments, inspections, and reviews

Information		Available under the Scheme?	Internet Links/Comments
1	Annual Reports	YES	Contact Practice Manager for more information
2	Business Plan	YES	Contact Practice Manager for more information
3	Targets, Aims and Objectives	YES	Contact Practice Manager for more information
4	Performance (standards, KPIs)	YES	Contact Practice Manager for more information
5	Clinical governance arrangements	YES	Contact Practice Manager for more information
6	Quality Accounts and Care Quality Commission (CQC) Standards	YES	Cornerstone Practice The Cornerstone Practice - Care Quality Commission (cqc.org.uk) Bentham Road Health Centre Bentham Road Health Centre - Care Quality Commission (cqc.org.uk)
7	Friends & Family Tests/Patient Experience Surveys	YES	Contact Practice Manager for more information
8	National Patient surveys (CQC and Department of Health)	YES	GP Patient Survey (gp-patient.co.uk)
9	Audit reports	N/A	

10	Data Protection Impact Assessments (DPIA) (in full or summary format)	YES	Contact Practice Manager for more information
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HOW WE MAKE DECISIONS - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Information	Available under the Scheme?	Internet Links/Comments
1	Practice meeting dates, agendas, and papers	NO
2	Communications	NO
3	Public consultations (e.g. example, concerning closures/variations of services)	YES Contact Practice Manager for more information
4	Internal communications guidance and criteria used for decision making (e.g. process systems and key personnel)	NO
5	Major incident plan	YES Contact Practice Manager for more information
6	Winter pressures plan	N/A
7	Compliments and complaints reports	Y Contact Practice Manager for more information

8	Information governance (data protection and freedom of information)	YES	Contact Practice Manager for more information
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OUR POLICIES AND PROCEDURES - Current written protocols for delivering our functions and responsibilities.

Information	Available under the Scheme?	Internet Links/Comments	
1	Policies & procedures relating to the conduct of business and the provision of services	YES	Contact Practice Manager for more information
2	Health and Safety	YES	Contact Practice Manager for more information
3	Human resources (recruitment and employment)	YES	Contact Practice Manager for more information
4	Equality and diversity and equality scheme	YES	Contact Practice Manager for more information
5	Standing financial procedures/instructions	N/A	
6	Standing orders	N/A	
7	Complaints and other customer service policies and procedures	YES	Contact Practice Manager for more information

8	Data protection/records management/Caldicott Guardian	YES	Contact Practice Manager for more information
9	Estate management	NA	
10	Charging regimes and policies	YES	Contact Practice Manager for more information

LISTS AND REGISTERS - Information held in registers required by law and other lists and registers relating to the functions of the authority.

Information	Available under the Scheme?	Internet Links/Comments	
1	List of main contractors/suppliers	N/A	
2	Capital asset registers (land, buildings, etc.)	NO	
3	Information Asset Register	YES	Contact Practice Manager for more information
4	CCTV locations	YES	Contact Practice Manager for more information
5	Any register of interests kept in the authority	N/A	
6	Gifts and hospitality register	YES	Contact Practice Manager for more information

7	Freedom of Information (FOI) Disclosure Log	YES	Contact Practice Manager for more information
8	Data Protection Impact Assessments (DPIA) (in full or summary format)	YES	Contact Practice Manager for more information

THE SERVICES WE OFFER - Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

Information		Available under the Scheme?	Internet Links/Comments
1	Our Practice services	YES	Cornerstone Health Care (cornerstonepractice.com)
2	Non-clinical services	YES	Cornerstone Health Care (cornerstonepractice.com)
3	Patient information leaflets, booklets, and newsletters	YES	Cornerstone Health Care (cornerstonepractice.com)
4	Patient Advice and Liaison Service (PALS)	N/A	
5	Advice and guidance	N/A	
6	Corporate communications and media releases	YES	Contact Practice Manager for more information

7	Services for which the Practice is entitled to recover a fee, together with those fees	YES	Contact Practice Manager for more information
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