



MARPLE BRIDGE SURGERY

Town Street, Marple Bridge, Stockport, SK6 5AA

Phone: 0161 427 2049

Email: gmicb-sto.marplebridgesurgery@nhs.net

Publication Scheme – Freedom of Information

Marple Bridge Surgery has developed a publication scheme, as required by the Freedom of Information Act 2002, which requires every public authority to specify what information they publish (in terms of information ‘classes’), how the information is made available, and whether it is available free of charge or upon payment. It does not cover personal information such as patient records, which are covered by the Data Protection Act.

Your rights to information

The Freedom of Information Act 2000 (FOIA) recognises that members of the public have the right to know how public services are organised and run, how much they cost and how decisions are made.

From 1 January 2005 the FOIA obliged general practice to respond to requests about information that it holds and create a right of access to that information.

These rights are subject to some exemptions which must be taken into consideration before deciding what information the practice can release.

New Environmental Information Regulations have been introduced that will enable similar access to environmental information as that which is available under the Freedom of Information Act 2000.

The Secretary of State has set limits to charges, and should the request for information exceed these charges, the practice does not have to action the request.

The practice is not obliged to comply with vexatious requests or repeated or substantially similar requests.

Exemptions

There are a range of exemptions covering information accessible by other means, information intended for future publication, national security and defence, law enforcement and investigations, personal data, information relating to government policy and commercial interests.



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Responding to Requests

All requests for information will be responded to within **20 working days**, however if there is a cost implication for the request this may delay things. The 20-working-day deadline can be paused from the day we issue a fee notice until the day the payment is received. In the event the requester does not pay the fee within three months of the fee notice, we are no longer obligated to comply with the request.

Requests must be in writing including email and must include:

- the name and address of the requester for the correspondence
- a clear description of the information being requested

Requests for information should be made to: Marple Bridge Surgery, Town Street, Marple Bridge, Stockport, SK6 5AA.

[NHS Greater Manchester Freedom of Information Policy](#)

The Information Commissioner

The information Commissioner's Office (ICO) is an independent public body and reports directly to Parliament. The ICO is responsible for UK GDPR, the Data Protection Act 2018, the Freedom of Information Act 2000, the Environmental Information Regulations 2004, and the Privacy and Electronic Communications Regulations 2003.

Further information is available at

[For the public | ICO](#)

The scheme commits the practice:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the practice and falls within the classifications set out in the table below.
- To specify the information which is held by the authority and falls within the classifications set out in the table below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the practice makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.



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- To make this publication scheme available to the public.
- To publish any dataset held by the practice that has been requested, and any updated versions it holds, unless the practice is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

All information at Marple Bridge Surgery is held, retained and destroyed in accordance with NHS guidelines found here:

<https://transform.england.nhs.uk/information-governance/guidance/records-management-code/>.

Exceptions to Publication and FOI Requests

Our commitment to publish information does not include information that can be legitimately withheld under the NHS Openness Code or the Freedom of Information Act 2000 (FOIA). Some examples of information that may be exempt include:

Personal data

- Requests relating to individual patients' medical records are handled as Subject Access Requests (SARs) under the Data Protection Act 2018, not FOI requests.
- This also protects staff and patient confidentiality.
- **If you wish to submit an SAR, please request a form from reception.**

Commercial interests

- Information that could harm commercial interests if disclosed, e.g., financial details of contracts, tenders, or pricing arrangements.

Information intended for future publication

- Draft reports, plans, or documents that are not yet publicly released.

Prejudice to the effective conduct of public affairs

- Information that, if released, could compromise decision-making, negotiations, or the effective running of the organisation.



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Other FOIA exemptions may include:

- National security or law enforcement considerations.
- Legal professional privilege.
- Information provided in confidence.

Key distinction:

- **FOI requests** are for general information held by the surgery that is not personal to an individual.
- **SARs** are for personal information relating to the requester themselves, e.g., their own medical records.

Therefore, sometimes we may not be able to provide the information you ask for under the Freedom of Information Act. This could be because the law allows an exemption as stated above, if a fee required hasn't been paid, or the request is unreasonable or vexacious.

If we cannot provide the information, we will normally tell you within 20 working days, explain why, and let you know how to appeal. You can ask us to review our decision, and if you are still not satisfied, you can appeal to the Information Commissioner's Office (ICO) using their website which can be found here: [For the public | ICO](#)

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
<p>Class 1 - Who we are and what we do</p> <p>We provide general medical services for our Practice population of around 6,200 patients in Marple Bridge, Compstall, Mellor and surrounding areas living with our practice registration boundaries.</p> <p>We are rated as an Outstanding Practice – please see our CQC report, a link to this is on our website.</p> <p>We are part of SES PCN, and a member of the GFP Federation, Viaduct Care CIC</p> <p>Details of GPs and staff at our practice can be found on our website.</p> <p>This practice operates under a GMS or Services contract. The contract is with NHSE.</p> <p>NHSE Area Team: Greater Manchester</p> <p>The practice aims to follow National Institute for Health and Clinical Excellence (NICE) and National Service Framework guidelines. Copies of these can also be found on the NICE website: or the Department of Health website:</p> <p>The NHS is a very large part of the public sector. It is possible to find</p>	<p>www.marplebridgesurgery.nhs.net</p> <p>www.marplebridgesurgery.nhs.net</p> <p>www.nice.org.uk www.gov.uk/government/organisations/department-of-health www.nhs.uk</p>	<p>Charges: For paper copies only.</p>



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<p>out information about our practice, NHS England and other NHS services in your area by using NHS Choices</p> <ul style="list-style-type: none"> • Doctors in the practice – see website • Contact details for the practice • Opening hours – see website • Other staffing details – see website <p>Our purpose is to provide people registered with the practice with personal health care of high quality and to seek continuous improvement of the health status of the practice population overall. We aim to achieve this by further developing and maintaining a practice which is responsive to people's needs and expectations, and which reflects whenever possible the latest advances in primary health care.</p> <p><u>We aim to do this with the following objectives:</u> Provide healthcare services with patient safety, care and wellbeing at the forefront.</p> <p>We are committed to providing a high standard of medical care incorporating effective Clinical Governance and evidence-based practice</p> <ul style="list-style-type: none"> • Offer a wide range of services and facilities. • Provide a safe and welcoming environment for our patients. • Inform, support and guide patients on decisions about their health and the management available • All staff to be approachable, respectful, compassionate and patient centred • To value each persona as a unique individual and support those that are vulnerable or with disabilities. • Act with integrity, honesty and be accountable for our actions. • Encourage continuous professional development of all our staff members to maintain high quality care through continuous learning and training. • We will invest in our staff to develops skills and knowledge base, to ensure we have a well-rounded, highly skilled and adaptable workforce to meet the needs of our patients • To use advances in technology to improve the efficiency and effectiveness in patient administration, contact and clinical activities. • We will continue to work within our PCN (primary care network) to improve the local community health care services and to for fill local and regional initiatives. • Maintain confidentiality • To ensure effective and robust information governance systems <p><u>Our Values:</u></p>	<p>Meet the Team - Marple Bridge Surgery Contact - Marple Bridge Surgery Contact - Marple Bridge Surgery Meet the Team - Marple Bridge Surgery</p>	
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<ul style="list-style-type: none"> • Respect and dignity • Commitment to the quality of health care we provide • Compassion • Improving lives • Working as a team within our practice setting and in the local community to provide excellent patient care • Treating everyone with equity • Accessible healthcare for all • Learning and improving 		
<p>Class 2 – What we spend and how we spend it</p> <p>We offer a full range of primary healthcare services. The range of services we provide is funded under contract to NHS England.</p> <p>This includes (please note the list is not exhaustive):</p> <ul style="list-style-type: none"> • Access to a doctor or nurse for undiagnosed conditions • Ongoing monitoring of existing (chronic) conditions • Certain immunisations • Certain contraceptive services • National cancer screening programmes • Minor Surgery <p><u>Pay policy</u> A declaration of GPs' NHS/HSC income can be found on our website.</p> <p>NHS England require that the net earnings of doctors engaged in the practice is publicised, and the required disclosure is shown below. However, it should be noted that the prescribed method for calculating earnings is potentially misleading because it takes no account of how much time doctors spend working in the practice, and should not be used to form any judgement about GP earnings, nor to make any comparison with any other practice.</p>	<p>www.marplebridgesurgery.nhs.net</p> <p>For any policies relating to our services, please refer to Class 6.</p> <p>English is the only language spoken by all staff at the practice. If your first language is not English, then we can arrange for an interpreter to be present.</p> <p>About Our Surgery - Marple Bridge Surgery</p>	<p>Charges: For paper copies only.</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>Funding details and charging policies</p> <p>We receive money from NHS Greater Manchester according to our contract (as per Class 1 above) in exchange for services provided for patients.</p> <p>Please apply to the Department of Health for Statement of Fees and Allowances payable for General Medical Practitioners in England and the formats this is available in.</p> <p>There may be circumstances where material cannot be released because it is confidential or commercial information, or the appropriate officer designated for these purposes under the Act has taken the view that it may be prejudicial to the conduct of the Practice's affairs.</p> <p>Income we received from the NHS before expenses is summarised in</p>	<p>General Medical Services Statement of Financial Entitlements Directions 2024</p> <p>General Medical Services Statement of</p>	<p>Charges: For paper copies only.</p>



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<p>the same link →</p> <p>Money spent on drugs is paid on behalf of the practice and allocated to us; we do not receive this as income first.</p> <p>Performance data including performance in the GP patient Survey can be found on the GP Patient Survey website</p> <p>Inspection reports by regulators: the CQC can be found on the link provided or via a link on our website →</p>	<p>Financial Entitlements Directions 2024</p> <p>GP Patient Survey</p> <p>Marple Bridge Surgery - Care Quality Commission</p>	
<p>Class 4 – How we make decisions</p> <p>As a GP Partnership our Practice Strategy and improvement plans are planned through Partnership and management meetings, along with team discussion at Clinical meetings. This is in line with our aims, objectives and our values as set out in Class 1.</p>		
<p>Class 5 – Our policies and procedures</p> <p>As a practice we publish the following documents. These are either freely available on the website or on request from the practice. You should enclose a stamped self-addressed envelope if you would like the documents posting to you.</p> <ul style="list-style-type: none"> • Complaints • Chaperone Policy • General Data Protection Regulations <ul style="list-style-type: none"> ○ Privacy Policy ○ Child Privacy ○ Fair processing Notice ○ Data Breach Notification Policy ○ Data protection Policy • Infection Control Statement • Keeping Patient Data Safe • Mission Statement • National Data Opt-Out • New Patient Registration policy • Patient Participation Group Meetings – Minutes can be found on our website at this link → • Privacy Information and Notice • Veteran Information <ul style="list-style-type: none"> ○ Patient Charter • You & Your General Practitioner • Freedom of Information Publication Scheme • 	<p>About Our Surgery - Marple Bridge Surgery</p> <p>Patient Participation Group - Marple Bridge Surgery</p>	<p>Charges: For paper copies only.</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers</p> <p>None held.</p>		



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Class 7 – The services we offer Information about the services we offer and how to obtain prescriptions can be found on our website Health A-Z Guidance can be found on our website Practice News can be found on our website Out of hours arrangements	Appointments - Marple Bridge Surgery Prescriptions - Marple Bridge Surgery Health Information - Marple Bridge Surgery Category: Practice News - Marple Bridge Surgery Contact - Marple Bridge Surgery	
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