

## Publication Scheme

Information to be published	Information to be published	How the information can be obtained (eg hard copy, website)
Class 1 - Who we are and what we do	Organisational information, structures, locations and contacts. This will be current information only	Website, hard copy available on request
	Doctors in the practice	Website, hard copy available on request
	Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Website, hard copy available on request
	Opening hours	Website, hard copy available on request
	Other staffing details	Website, hard copy available on request
	Meetings specifically with pharmaceutical companies and other medical suppliers	Available on request, hard copy
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)	Available on request, hard copy
	Details on NHS/HSC funding received by the organisation	Available on request, hard copy
	Audit of NHS/HSC income	Available on request, hard copy
	Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on request, hard copy
	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	Available on request, hard copy
	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.	Available on request, hard copy
	Pay policy	Available on request, hard copy
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	Available on request, hard copy
	Plans for the development and provision of NHS/HSC services	Available on request, hard copy
	Performance data including performance against targets	Available on request, hard copy
	Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators.	Website
Class 4 – How we make decisions	(Decision making processes and records of decisions). Current and Previous year as a minimum	Available on request, hard copy
	Records of decisions made in the practice affecting the provision of NHS/HSC services	Available on request, hard copy
Class 5 – Our policies and procedures	(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	Available on request, hard copy
	Policies and procedures about customer service	Available on request, hard copy
	Internal instructions to staff and policies relating to the delivery of services	Available on request, hard copy
	Policies and procedures about the recruitment and employment of staff	Available on request, hard copy
	Equality and diversity policy	Available on request, hard copy
	Health and safety policy	Available on request, hard copy
	Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on request, hard copy
	Data security and protection policies including Records Management policy	Available on request, hard copy
Policies and procedures for handling requests for information	Available on request, hard copy	
Class 6 – Lists and Registers	Currently maintained lists and registers only	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
Class 7 – The services we offer	Information about the services we offer, including leaflets, guidance and newsletters produced for the public. Current information only	Website
	The services provided under contract to the NHS/HSC	Website
	Charges for any of these services	Website
	Information leaflets	Website
	Out of hours arrangements	Website