Park Road Practice, Rosyth

Guide to information available through the Scottish Information Commissioner’s Model Publication Scheme 2014
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Section 1: Introduction
The Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- Publish the classes of information they make routinely available
- Tell the public how to access the information and what it might cost

Park Road Practice has adopted the Model Publication Scheme 2014 produced by the Scottish Information Commissioner. The scheme has the Commissioner’s approval until 31 May 2018.

You can see the model publication scheme on the Commissioner’s website at www.itstopublicknowledge.info/mps or by contacting us at the address provided below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published.
Section 2: About Park Road Practice

General information
Park Road Practice, Rosyth Health Centre, Park Road, Rosyth, Dunfermline, Fife, KY11 2SE

4 GP Partners and 19 employed staff.

The practice opening hours are 08.00 hrs to 17.30hrs Monday to Friday and by telephoning NHS 24 on Freefone 111 when the Practice is closed.

Concerns or complaints about the services we provide can be made directly to the practice for the attention of The Practice Manager, Park Road Practice or to the NHS Board for the attention of The Primary Care Organisation Complaints Officer, Hayfield House, Kirkcaldy, KY2 5AH.

Constitution
This GP practice is constituted under the National Health Services (Scotland) Act 1978 and is contracted by NHS Fife to provide primary medical services under GMS Regulations.

How the practice is run
The Practice is run by the GP Partners and assisted by The Practice Manager who is responsible for the implementation of agreed protocols in the delivery of services provided by the Practice.


The GP Partners and Practice Manager meet on a weekly basis to discuss managerial, clinical and business matters. Actions are agreed and then implemented. Minutes of all such meetings are recorded and available for review.

Under our contract of services with the NHS Fife we are obligated to meet the requirements of this contract and must provide information to support this to the NHS board. The practice is audited by Practitioners Services Division under Payment Verification processes which assess that payments made to practices are correct. PSD is responsible for providing assurance to NHS boards that the payments made on their behalf to GP practices are accurate and valid. The work conducted under Payment Verification includes patient registration checks, documentary checks, trend analysis, and practice visits.

General practitioners have a duty of care to their patients and are registered with the General Medical Council and follow the standards and good medical practice guidelines laid down by the GMC, including the requirements set out in the GMC guidance Duties of a Doctor (http://www.gmc-uk.org/guidance/good_medical_practice/duties_of_a_doctor.asp).
Section 3: Our functions and services
NHS Boards contract with GP practices to provide primary care services to patients. Park Road Practice holds a General Medical Services contract with NHS Fife. Under this contract we provide primary medical services to patients that reside within our practice area. The Practice boundary extends east from Crossford to Dalgety Bay through Rosyth and Inverkeithing. The northern boundary is marked at the southern side of Aberdour Road.

GP contractors Dr K E C Macaulay, Dr S K Mackay, Dr M K Clayton, Dr Z L Stevenson hold the contract for services with the NHS board and are responsible for fulfilling the obligations of the contract. The “General Medical Services” (http://www.legislation.gov.uk/ssi/2004/115/made) Regulations outline our responsibilities under our contract. The payment arrangements under our contract are contained in the GMS: Statement of Financial Entitlements (the current year’s SFE can be found on the NHS Scotland website (http://www.show.scot.nhs.uk/publications/publication.asp).

This practice participates in the Quality and Outcomes Framework. Funding under the QOF is dependent on achievement against a variety of clinical and non-clinical indicators.

This practice aims to take account of NHS Quality and Improvement Scotland standards and guidance, Scottish Intercollegiate Guidelines Network (SIGN) guidelines relevant to general practice, and Scottish Government Health Directorates service strategies and frameworks.

Under our contract with NHS Fife we provide a range of services to our patients, including: general Primary Medical Services, child health surveillance services, contraceptive services, maternity medical services, minor surgery services, obstetric services, immunisation services, palliative care enhanced service, chronic disease management clinics, cervical screening services, dietetic services, psychology and cognitive behaviour therapy services, baby clinic. It is important to note that this range of services may be subject to change and may not always be available.

In the provision of some of those services information sharing with other agencies may occur. This information is treated confidentially and is only available to those staff that need to know to deliver your care. The Practice shares this information within the terms of the Data Protection Act 1998 and The Access to Health Records Act 1990. Anyone found to contravene the strict policies relating to data protection are liable to prosecution.

Park Road Practice is not a GP Training Practice but does undertake the education of Medical and Nursing Undergraduates.

NHS Fife provides the following Interpreting services:
Telephone Interpreting, Face to Face Interpreting, British Sign Language Interpreting, Translation, Transcription.
Further information is available by contacting The Equality & Diversity Team on 01383-565142.

Patients can access services provided by the Practice by contacting Reception on 01383-418931. Patients will then be directed to the appropriate healthcare professional.
Section 4: How we take decisions and what we have decided

The GP Partners and Practice Manager meet on a weekly basis to discuss managerial, clinical and business matters. Actions are agreed and then implemented. Minutes of all such meetings are recorded and available for review. Agreed actions are then cascaded to appropriate staff through a variety of means including staff meetings, clinical multi-disciplinary meetings, e-mail communication, Practice website.

Where appropriate patients are involved in decision making processes including though request for feedback and review of received comments/complaints.

The Practice has laid down policies in a number of areas including:

- Patients moving outside of the Practice boundary
- Patients who fail to attend pre-booked appointments

Please see Section 14 – Classes of information for further details.
Section 5: What we spend and how we spend it
Park Road Practice receives funding from NHS sources to provide NHS services to patients. We do not charge patients for NHS services. Details of our NHS funding can be requested from the practice, please see Section 14 – Classes of information for further details.
Section 6: Accessing information under this scheme
Information available under our guide to information will normally be available through the routes described below. Section 14 – Classes of Information provides more details on the information available under the scheme, along with additional guidance on how the information falling with each “class” may be accessed.

By email
You can request the information you seek by email at Fife.UHB.parkroadadministrator@nhs.net, wherever possible. When requesting information from us, please provide a telephone number so we can telephone you to clarify details, if necessary.

By phone
Information can also be requested from us over the telephone. Please call 01383-418931 to request information available under this scheme.

By post
All information under the guide will normally be available in paper copy form, but please consider the impact on the environment. Please address your request to:

The Practice Manager, Park Road Practice, Rosyth Health Centre, Park Road, Rosyth, Fife, KY11 2SE.

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee payable (see Section 6: Our charging policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Advice and assistance
If you have any difficulty identifying the information you want to access, then please contact the practice by one of the methods listed above.
**Section 7: Information that we may withhold**

All information covered by our guide to information will be processed promptly and provided as soon as possible following our receipt of your request.

Our aim in maintaining this guide is to be as open as possible. You should note, however, that there may be circumstances where information will be withheld from one of the classes of information listed in Section 14 – Classes of Information. Information will only be withheld where permitted by The Freedom of Information (Scotland) Act 2002 (FOISA).

Information may be withheld, for example, where its disclosure would breach the law of confidentiality or harm an organisation's commercial interests. Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation.

Information would not be disclosed in the following examples:

- Requests for information that is contained in patient medical records. However, you do have the right to request your own medical records, see Section 13 - How to access information which is not available under this scheme.
- Requests for information relating to private income of practice partners or practice staff
- Requests for financial information that would likely prejudice substantially the commercial interests of any person

Additionally, section 25 of FOISA provides an absolute exemption which allows our practice to refuse to deal with a request where the requested information is already reasonably obtainable elsewhere, even where a fee may be charged. Information provided in the publication scheme is considered reasonably obtainable.

Whenever information is withheld we will inform you of this, and will set out why it was not appropriate for that information to be disclosed. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to Section 10 – Complaints.
Section 8: Our charging policy
Unless otherwise stated in Section 14 – Classes of Information, all information contained within our guide is available from us free of charge from the Practice premises where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the practice, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:
Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 paper (black and white copy) and 30p per A4 paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:
We will pass on postage charges to the requester at the cost to the practice of sending the information by first class post.
Section 9: Our copyright policy
Park Road Practice holds the copyright for the vast majority of information in this guide to information. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The guide may, however, contain information where the copyright holder is not Park Road Practice. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within Section 14 – Classes of Information.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.qgps.gov.uk. We can provide you with a copy of this information if you do not have internet access.
Section 10: Our records management and disposal policy
All information at the Park Road Practice is held, retained and destroyed in accordance with Scottish Government – Records Management: NHS Code of Practice (Scotland). Confidentiality of patient information is maintained in accordance with the NHS (Scotland) Act 1978 Directions on the Confidentiality and Disclosure of Information: General Medical Services, Primary Medical Services Section 17C Agreements and Health Boards Primary Medical Services Contracts. These documents are available on the NHS Scotland website (http://www.show.scot.nhs.uk).
Section 11: Feedback
Park Road Practice is required to review our guide to information from time to time. As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this guide to information, then please contact us. You may, for example wish to tell us about:

- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved

Please send any comments or suggestions to The Practice Manager, Park Road Practice, Rosyth Health Centre, Fife, KY11 2SE or by e-mail to File-UHB.parkroadadministrator@nhs.net
**Section 12: Complaints**

Our aim is to make our guide to information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the guide, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

The Practice Manager, Park Road Practice, Rosyth Health Centre, Fife, KY11 2SE.

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this guide and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner’s website has a guide to this three step process, and she operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. The Commissioner’s office can be contacted as follows:

**Scottish Information Commissioner**

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

**Telephone** 01334 464610
**Email** enquiries@itspublicknowledge.info
**Website** www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.*
Section 13: How to access information which is not available under this scheme

If the information you are seeking is not available under this guide to information, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to The Practice Manager, Park Road Practice, Rosyth Health Centre, Rosyth, Fife, KY11 2SE.

Charges for information which is not available under the guide

The charges for information which is available under this guide are set out under Section 8 – Our Charging Policy. Fees for information that is not available under this guide are outlined in The Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. If you submit a request to us for information which is not available under the Model Publication Scheme 2014 the charges will be based on the following calculations:

General information requests

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.
Where information costs between £100 and £600 to provide you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

**Requests for your own personal data**
While you cannot request personal data under the FOISA you are entitled to request your own personal data under the DPA. Under the DPA you can request your personal information from Park Road Practice. We reserve the right to charge a maximum of £50 for requests for an individual’s own personal information.
Section 14 – Classes of information

The Freedom of Information (Scotland) Act, 2002 requires a publication scheme to specify the classes of information the Public Authority already publishes or intends to publish. Our intention is to publish as much information as possible through our guide to information, where there is known to be public interest. However, exemptions under the Freedom of Information (Scotland) Act, 2002 may allow us to withhold some information, as indicated in Section 7: Information that we may withhold.

We publish information that we hold within the following classes:

Class 1: About Park Road Practice
Class 2: How we deliver our function and services
Class 3: How we take decisions and what we have decided
Class 4: What we spend and how we spend it
Class 5: How we manage our human, physical and information resources
Class 6: How we procure goods and services from external providers
Class 7: How we are performing
Class 8: Our commercial publications

Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

<table>
<thead>
<tr>
<th>Class 1: About Park Road Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class description:</strong> Information about Park Road Practice, who we are, where to find us, how to contact us, how we are managed and our external relations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The information we publish under this class</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice name, address and contact details</td>
<td>Information contained in section 2 of this document and our practice leaflet.</td>
</tr>
<tr>
<td></td>
<td>This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Organisational structure, roles and responsibilities of partners</td>
<td>Information contained in section 2 of this document and our practice leaflet.</td>
</tr>
<tr>
<td></td>
<td>This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Practice opening hours</td>
<td>Information contained in section 2 of this document and our practice leaflet.</td>
</tr>
<tr>
<td></td>
<td>This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Contact details for patients and complaints functions</td>
<td>Information contained in section 2 of this document and our practice leaflet.</td>
</tr>
<tr>
<td></td>
<td>This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td><strong>Publication scheme and guide to information</strong></td>
<td>Information is available by email and post. The Model Publication Scheme 2014 is available on the Information Commissioner’s website as well as on our own website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Charging schedule for published information</strong></td>
<td>Information contained in section 8 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td><strong>Contact details and advice about how to request information</strong></td>
<td>Information contained in section 6 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td><strong>Charging schedule for environmental information</strong></td>
<td>Information contained in section 13 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td><strong>Legal/contractual framework for the authority</strong></td>
<td>Information contained in section 2 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td><strong>Description of practice governance/decision making structures</strong></td>
<td>Information contained in section 2 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td><strong>Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services</strong></td>
<td>Information contained in section 2 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td><strong>Governance polices</strong></td>
<td>Information contained in section 2 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td><strong>Strategic planning processes</strong></td>
<td>Information contained in section 4 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
</tbody>
</table>
Accountability relationships, including reports to regulators | Information contained in section 2 of this document and our practice leaflet. This information is available by email and post and on our Practice website [www.parkroad.gpsurgery.net](http://www.parkroad.gpsurgery.net). It is also available from our GP practice.

### Class 2: How we deliver our functions and services

**Class description:** Information about our work, our strategy and policies for delivering functions and services and information for our services users.

<table>
<thead>
<tr>
<th>The information we publish under this class</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of practice functions, including statutory basis for them</td>
<td>Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Strategies, policies and internal staff procedure for performing statutory functions</td>
<td>Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>How to report a concern to the practice</td>
<td>Information contained in section 2 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Reports of the practice’s exercise of its functions</td>
<td>The Practice does not hold this information.</td>
</tr>
<tr>
<td>List of services, including statutory basis for them</td>
<td>Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Service policies and internal staff policies</td>
<td>Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Service schedules and delivery plans</td>
<td>Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Information for patients, including how to access services</td>
<td>Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Service fees and charges</td>
<td>Information contained in sections 5 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.</td>
</tr>
</tbody>
</table>

**Class 3: How the practice takes decisions and what it has decided**

**Class description:** Information about the decisions we take, how we make decisions and how we involve others

<table>
<thead>
<tr>
<th>The information we publish under this class</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decisions taken by the practice: agendas, reports, papers, and minutes of meetings (that do not contain confidential patient information)</td>
<td>Information contained in section 4 of this document. This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Public consultation and engagement strategies</td>
<td>Information contained in sections 4 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.</td>
</tr>
</tbody>
</table>

**Class 4: What the practice spends and how it spends it**

**Class description:** Information about our strategy, and management of, financial resources (in sufficient detail to explain how we spend public money and what has actually been spent.

<table>
<thead>
<tr>
<th>The information we publish under this class</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details on NHS funding received by the practice and the cost of operating our NHS contract</td>
<td>There is no requirement for the Practice to publish individual salaries or income although the Public do have the right to request information under the FOI Act. This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Cost of running the practice</td>
<td>This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Purchaser equipment and supplies</td>
<td>This information is available it can be provided by email and post</td>
</tr>
<tr>
<td>Purchasing plans and capital funding</td>
<td>We do not hold this information.</td>
</tr>
<tr>
<td>Expenses policies and procedures</td>
<td>This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Staff pay and grading structure</td>
<td>We do not operate a pay/grading structure for our staff.</td>
</tr>
</tbody>
</table>

**Class 5: How the practice manages its human, physical and information resources**
<table>
<thead>
<tr>
<th>Class description:</th>
<th>Information about how we manage the human, physical and information resources of the authority</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>The information we publish under this class</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy and management of human resources</td>
<td>This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Staffing structure</td>
<td>Information contained in section 2 of this document.</td>
</tr>
<tr>
<td>Human resources policies, procedures and guidelines (recruitment, performance, management, promotion, pensions, discipline, grievance, staff development)</td>
<td>This information is available by email and post and on our Practice website <a href="http://www.parkroad.gpsurgery.net">www.parkroad.gpsurgery.net</a>. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Management of the practice premises</td>
<td>This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Premises maintenance arrangements</td>
<td>This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Records management policy</td>
<td>Information contained in sections 10 of this document.</td>
</tr>
<tr>
<td>Information governance</td>
<td>Information contained in sections 5 of this document.</td>
</tr>
</tbody>
</table>

### Class 6: How the practice procures goods and services from external providers

<table>
<thead>
<tr>
<th>Class description:</th>
<th>Information about how we procure goods and services, and our contacts with external providers</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>The information we publish under this class</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement policies and procedures</td>
<td>We do not hold this information.</td>
</tr>
<tr>
<td>Invitations to tender</td>
<td>We do not hold this information.</td>
</tr>
<tr>
<td>List of contracts that have gone through formal tendering, including details</td>
<td>We do not hold this information.</td>
</tr>
</tbody>
</table>

### Class 7: How our practice is performing

<p>| Class description: | Information about how the authority performs as an organisation, and how well it delivers its functions and services |</p>
<table>
<thead>
<tr>
<th>The information we publish under this class</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>External reports, reports for NHS boards, annual reports, and performance statements</td>
<td>This information is available by email and post. It is also available from our GP practice.</td>
</tr>
<tr>
<td>Quality and Outcomes Framework achievement</td>
<td>Note for practices: While this information is held by other bodies it should also be available from practices. This information is available by email and post. It is also available from our GP practice.</td>
</tr>
</tbody>
</table>

**Class 8: Our commercial publications**

Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet (e.g. research journal)

<table>
<thead>
<tr>
<th>The information we publish under this class</th>
<th>How to access it</th>
</tr>
</thead>
<tbody>
<tr>
<td>List and details of any commercial publications</td>
<td>We do not hold this information.</td>
</tr>
</tbody>
</table>