



Information available from Dr Mark Brickley under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the dental services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the practice	<i>The information is also published on our practice website and there is access to this in our reception area.</i>	<i>No charge</i>
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	<i>These details are available in our practice information leaflet, which is available from the practice reception. The information is also published on our practice website and Facebook page.</i>	<i>No charge</i>
Opening hours	<i>This information is available in our practice information leaflet, which is available from the practice reception. The information is also published on our practice website and our Facebook page.</i>	<i>No charge</i>

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) Current and previous financial year as a minimum

Details on NHS funding received by the practice and the cost of operating the NHS contract. We would expect dentists to consider publishing as much information as possible, including as much detail as possible.	<i>Our income from the NHS derives from the contract we have been given by the NHS England. In return we provide a contracted number of UOAS (Units of orthodontic activity)</i>	<i>No charge</i>
Total annual expenditure on the provision of our contracted services (since most practices also provide care to patients on a private basis, the costs have been apportioned)	<i>Practice costs for providing services relate to the provision of both NHS and private care. We have, therefore, apportioned our expenditure to NHS revenue</i> <i>The total annual expenditure for the provision of our contracted services is available for:</i> <ul style="list-style-type: none"> • <i>Staff and personnel costs</i> • <i>Premises and equipment costs</i> • <i>Utilities cost, materials and supplies</i> <i>The information is available from The Practice Manager</i>	<i>Reasonable copying costs will be charged</i>
Audit of NHS income, if held	<i>This practice is not subject to formal audits, so this information is not held</i>	

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

Plans for the development and provision of NHS services	<i>This information is available from our Practice Manager and is also published on our practice website</i>	<i>No charge</i>
Performance data including performance against targets	<i>This information is available from The Practice Manager</i>	<i>No charge</i>

Practice inspection. Inspection reports by regulators [for England: the Care Quality Commission (CQC); Wales: Healthcare Inspectorate Wales; or Northern Ireland: the Regulation and Quality Improvement Authority (RQIA)]	<i>The date and conclusions of our last practice inspection are on our website and via the CQC website. It is also displayed in our Reception area.</i>	<i>No charge</i>
<p>Class 4 - How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>		
Records of decisions made in the practice/firm affecting the provision of NHS services.	<i>As a small business, we do not normally maintain formal records of management decisions. However, any changes in the provision of NHS services are incorporated into the practice information leaflet. Our current practice information leaflet is available from the practice reception. We may also notify patients via notices in our reception area.</i>	<i>No charge</i>
<p>Class 5 - Our policies and procedures</p> <p>(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.</p> <p>Mark “not held” against any policies that are not actually held.</p>		
Policies and procedures about customer service	<i>Information about our customer service is included in our patient information leaflet, which is available from the practice manager.</i>	<i>No charge</i>
Policies and procedures about employment of staff	<i>Copies of the practice disciplinary policy and grievance policy are available from the practice manager.</i>	<i>No charge</i>
Equality and diversity policy	<i>A copy of the practice policy on equality and diversity is available from the practice manager.</i>	<i>No charge</i>
Health and safety policy	<i>: A copy of the practice health and safety policy is available from the practice manager</i>	<i>No charge</i>

Infection control policy	<i>A copy of the practice policy on equality and diversity is available from the practice manager.</i>	<i>No charge</i>
Radiation protection checklist	<i>A copy of the practice policy on equality and diversity is available from the practice manager.</i>	<i>No charge</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>A copy of the practice complaints procedure is available from the practice reception and in our practice information leaflet. It is also published on the practice website.</i>	<i>No charge</i>
Records management policies (records retention, destruction and archive)	<i>A copy of the practice policy on equality and diversity is available from the practice manager.</i>	<i>No charge</i>
Confidentiality and data protection policies	<i>A copy of the practice policy on equality and diversity is available from the practice manager.</i>	<i>No charge</i>
Policies and procedures for handling requests for information	<i>A copy of the practice policy on equality and diversity is available from the practice manager..</i>	<i>No charge</i>
Practice information leaflet	<i>Our practice information leaflet can be obtained from the practice reception. The information is also published on our practice website</i>	<i>No charge</i>

Class 6 - Lists and Registers

Currently maintained lists and registers only .We recognise that it is unlikely that dentists are going to have registers available for public inspection and while this remains the case “none held” can be entered in this section.

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	<i>This information is not held</i>	
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Class 7 - The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)Current information only

The services provided under contract to the NHS	<i>This information is included in our practice information leaflet, which is available from the practice reception. The information is also published on our practice website</i>	<i>No charge</i>
Charges for any of these services	<i>This information is available from the practice reception. And is also published on our practice website</i>	<i>No charge</i>

Information leaflets	<i>Information is available in various patient information leaflets, which can be obtained from the practice reception. Information is also published on our practice website</i>	<i>No charge</i>
Out of hours arrangements	<i>Information about out-of-hours emergency care is available in the practice information leaflet, which is available from the practice reception and published on the practice website.</i>	<i>No charge</i>