

# **MONIFIETH MEDICAL PRACTICE**

**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

Monifieth Medical 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.itspublicknowledge.info/mps](http://www.itspublicknowledge.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 Monifieth Medical Practice

### General information

Monifieth Medical Practice  
The Health Centre  
Victoria Street  
Monifieth  
DD5 4LX  
Tel: 01382 534301  
Fax: 01382 535959

### Practice Staff

7 General Practitioners  
1 Practice & Business Manager  
1 Office Supervisor  
4 Practice Nurses  
1 Health Care Assistant  
9 Administrative/Reception staff

### The practice opening hours are

The practice opening hours are Monday to Friday 8.00am – 6.00pm each weekday plus extended hours on a Monday (apart from PH's when the extended hours are fulfilled on a Thursday)

When the building is closed, an answering machine will give an emergency number to contact. Between 6.00pm and 8.00am from Monday to Thursday and over the weekend from 6.00pm on Friday until 8.00am on Monday morning, and on Public Holidays, emergency medical care is provided by NHS 24. They are the clinical telephone health information advice and referral service for the whole of Scotland. You may call **NHS 24** directly during these hours on freephone **111**.

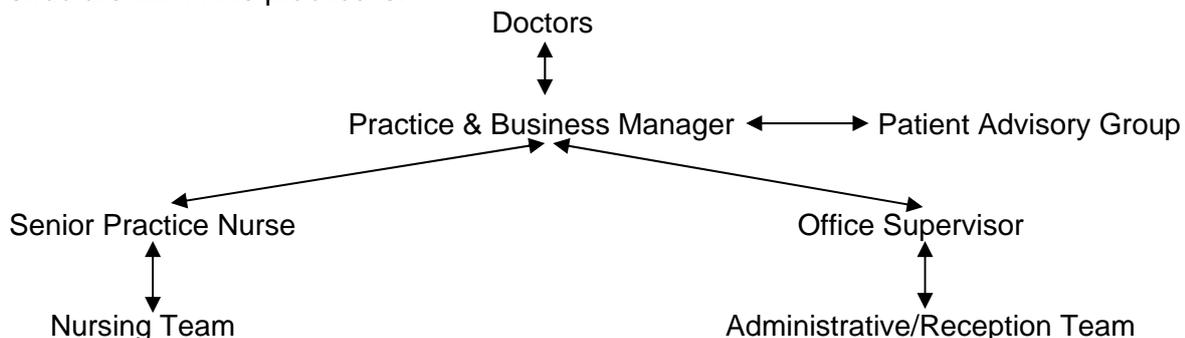
Concerns or complaints about the services we provide can be made directly to the practice, Mr Eric Blyth is the complaints management contact or to the NHS Tayside Board.

### Constitution

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

### How the practice is run

The process of making decisions involves all the relevant personnel depending upon the area being discussed. The doctors will always have the final vote in any business decisions and are supported in doing so by the Practice & Business Manager. The management structure within the practice is:



## **The Decision Making Team**

Dr Malcolm MacLean, MB ChB, LRCP & LRCS LRCP & S (Senior Partner) Graduated Edinburgh 1982, GMC No 2865209

Dr Susan C Whyte, MB ChB, FPC (GP Principal) Graduated Dundee 1985, GMC No 3102943

Dr David Stewart, MB ChB, MRCP, DRCOG (GP Principal & Staff Partner Depute) Graduated Dundee 1988, GMC No 3283936

Dr Paul Clarke, MB ChB, DRCOG, MRCP, BSc (Hons) (GP Principal), Graduated Dundee 2004, GMC No 6100842

Dr Alison Clement, MB ChB, MRCP, (GP Principal), Graduated Dundee 2000, GMC No 4737821

Dr Karen Steven, MB ChB, MRCP, DRCOG, MSc, (GP Principal & Staff Partner Lead), Graduated Glasgow 1990, GMC No 3455036

Dr James McDonald, MB ChB, MRCP, (GP Principal), Graduated Dundee 2005, GMC No 6129664

Mr Eric Blyth MIHM, (Practice & Business Manager), He is in overall administrative charge of the practice. His role is to direct strategic development and business planning. Areas include: Service Support, Personnel Management and Training, Information Management & Technology, Auditing, Systems Organization, GMS Contract, Finance and Health & Safety.

## **Strategic Planning Process**

Our strategic direction and clinical governance are influenced by many factors. In order to ensure our overall organisational intent is articulated, we conduct a series of meetings

*We conduct two weekly meetings.*

- The first is held on Tuesday mornings between 0800 and 0900. This is a management meeting. Information received from various sources is processed and discussed. The topics cover a broad spectrum and can range from serious clinical governance issues to general house keeping.
- The second is a Multi Disciplinary Team (MDT) Meeting and is held on Thursday between 1230 and 1330. This is a clinical meeting. Patient information is shared between agencies, within the bounds of confidentiality. This allows timely and effective care intervention, especially for our more vulnerable patients. Attendees at this meeting are: GPs, Medicine for the Elderly Consultant, Practice Nurses, District Nurses, Social Care Officers, Physiotherapists, Occupational Therapists, Care enablement and Angus Carers.

*Administrative Meetings.*

We conduct an administrative team meeting bi monthly. Topics discussed are related to the day-to-day running of the practice and administrative issues. All administrative staff participate and contribute to these discussions.

### *Partnership Meetings*

The partners hold a meeting once per quarter to discuss issues relating to the partnership

### *Palliative Care Meetings*

We operate the palliative Care gold standard and hold meetings to discuss our palliative patients every 6 weeks. The group includes GPs, District Nurse coordinator, MacMillan Nurse and Practice Manager.

Under our contract of services with NHS Tayside, 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](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. Monifieth Medical Practice holds a General Medical Services contract with NHS Tayside. Under this contract we provide primary medical services to patients that reside within our practice area as outlined [here](#).

GP contractors (Drs MacLean, Whyte, Stewart, Clarke, Clement, Steven, McDonald) 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 Tayside we provide a range of services to our patients, including:

- general primary medical services
- chronic disease management services
- child health surveillance
- childhood immunisations
- contraceptive services
- practice nursing services
- travel vaccination (which may incur private costs to the patient)
- minor surgery services
- cervical cytology
- antenatal services
- influenza and pneumococcal immunisation service
- wart/cryotherapy services
- anticoagulation services
- palliative care enhanced service
- osteoporosis enhanced service
- extended hours services
- nursing home enhanced service
- near patient testing enhanced service
- diabetes enhanced service

It is important to note that this range of services may be subject to change and may not always be available.

### Information Sharing

We sometimes disclose some of your personal health information with other organizations involved in your care. For example, when your Doctor refers you to a specialist at the hospital we will send relevant details about you in the referral letter and receive information about you from them. Our practice also participates in regional and national programmes such as cervical cytology screening service and your name and address, date of birth and health number will be given to them in order to send an invitation to you. We need to use some of your personal health information for administrative purposes. In order to receive payment for services provided to you, we have to disclose basic details about you to NHS

Tayside who are responsible for this area and to the Common Services Agency for the Scottish Health Service. These organizations have a role in protecting public funds and are authorised to check that payments are being properly made. We are required to cooperate with these checks and the disclosure of your data is a necessary part of our provision of health care services.

Sometimes, we may participate in studies that are designed to improve the way services are provided to you or to check that our performance meets required standards and benchmarks. Whenever we take part in activities such as these, we will ensure that any details that may identify you are not disclosed.

We are sometimes involved in health research and the teaching of student nurses, doctors and other health professionals. We will not use or disclose your personal health information for these purposes unless you have been informed beforehand and given your consent for us to do so.

Where you need a service jointly provided with a local authority, we will seek your permission before giving them your details.

Sometimes we are required by law to pass on information, e.g. the notification of births and deaths and certain diseases or crimes to the government is a legal requirement.

Our use of your personal health information is covered by a duty of confidentiality and is regulated by the Data Protection Act. The Data Protection Act gives you a number of rights in relation to how your personal information is used, including a right to access the information we hold about you.

Everyone working for the NHS has a legal duty to keep information about you confidential and adheres to a Code of Practice on Protection Patient confidentiality. Further information on this can be found [here](#). Anyone who receives information from us is also under a legal duty to keep it confidential.

### **Training Practice**

Monifieth Medical Practice is an recognised undergraduate training practice. We provide training to doctors who are in their final years before becoming fully qualified General Practitioners. We also provide a training base for more junior student doctors as part of their learning and development.

### **Access to Services**

Details of how patients can access the services provided by the practice are available on our website at: <http://www.monifieth-medical-practice.co.uk>

#### **Section 4: How we take decisions and what we have decided**

Our GP Partners are responsible for the decisions made in the Practice. For any major decision, a majority of GP Partners need to agree. The GP partners meet regularly and these formal meetings are minuted. The GP Partners meet regularly to undertake strategic planning, discuss and agree strategic and operational changes together with the Practice & Business Manager. Collectively the group meet with Lead Practice Nurse regularly for discussions on operational planning and to agree strategic and operational changes. The Administrative and Practice Nursing teams are involved in discussion of changes affecting their working practices. The GP partners meet with the wider multi-disciplinary team to discuss patient care of specific patients current to their needs.

The practice has a Patient Advisory Group who meet at least 4 times per year and suggestions and information is shared. This in turn influences decision making processes

The Practice is keen to encourage feedback from our patients. This can be done via our website, or by speaking to our Practice Manager. We also have a Suggestions Box within the Practice. As an example, feedback and suggestions have directly affected the way we operate our appointments system.

A copy of Practice policies that impact on patient care can be requested from the Practice. Please see *Section 14 – Classes of information* for further details.

Please see *Section 14 – Classes of information* for further details.

**Section 5: What we spend and how we spend it**

Monifieth Medical 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.

### **Online**

Most information listed in our publication scheme is available to download from our practice website: <http://www.monifieth-medical-practice.co.uk/> If you have any difficulty accessing information online please contact us by an alternative route.

### **By email**

You can request the information you seek by email at [monifiethmedicalpractice.tayside@nhs.net](mailto:monifiethmedicalpractice.tayside@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 01382 534301 to request information available under this scheme.

### **By post**

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

Mr Eric Blyth  
Practice & Business Manager  
Monifieth Medical Practice  
The Health Centre  
Victoria Street  
Monifieth  
DD5 4LX

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 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**

Monifieth Medical 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 Monifieth Medical 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.oqps.gov.uk](http://www.oqps.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 Monifieth Medical 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**

Monifieth Medical 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 direct by email any comments or suggestions to Mr Eric Blyth at [monifiethmedicalpractice.tayside@nhs.net](mailto:monifiethmedicalpractice.tayside@nhs.net) alternatively use the feedback portal on our website at <http://www.monifieth-medical-practice.co.uk/contact-us/index.htm>

## 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:

Mr Eric Blyth  
Practice & Business Manager  
Monifieth Medical Practice  
The Health Centre  
Victoria Street  
Monifieth  
DD5 4LX

Or email – FAO Mr Eric Blyth at [monifiethmedicalpractice.tayside@nhs.net](mailto:monifiethmedicalpractice.tayside@nhs.net)

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](mailto:enquiries@itspublicknowledge.info)  
**Website** [www.itspublicknowledge.info](http://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:

Mr Eric Blyth  
Practice & Business Manager  
Monifieth Medical Practice  
The Health Centre  
Victoria Street  
Monifieth  
DD5 4LX

### **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 Monifieth Medical 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 Monifieth Medical 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.

<b>Class 1: About Monifieth Medical Practice</b>	
<b>Class description:</b> Information about Monifieth Medical Practice, who we are, where to find us, how to contact us, how we are managed and our external relations.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Practice name, address and contact details	Information contained in section 2 of this document and our practice leaflet.  This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a>  It is also available from our GP practice.
Organisational structure, roles and responsibilities of partners	Information contained in section 2 of this document and our practice leaflet.  This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a>  It is also available from our GP practice.
Practice opening hours	Information contained in section 2 of this document and our practice leaflet.  This information is available by email, post and it is also available on our practice website at:

	<p><a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Contact details for patients and complaints functions	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Publication scheme and guide to information	<p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice..</p>
Charging schedule for published information	<p>Information contained in section 8 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Contact details and advice about how to request information	<p>Information contained in section 6 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Charging schedule for environmental information	<p>Information contained in section 13 of this document and our practice leaflet.</p> <p>It is also available from our GP practice.</p>
Legal/contractual framework for the authority	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Description of practice governance/decision making structures	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Names of, responsibilities of and (work-related) biographical details of the	<p>Information contained in section 2 of this document and our practice leaflet.</p>

people who make strategic and operational decisions about the performance of function and/or delivery of services	<p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Governance policies	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Strategic planning processes	<p>Information contained in section 4 of this document and our practice leaflet.</p> <p>It is also available from our GP practice.</p>
Accountability relationships, including reports to regulators	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>It is also available from our GP practice.</p>
<b>Class 2: How we deliver our functions and services</b>	
<b>Class description:</b> Information about our work, our strategy and policies for delivering functions and services and information for our services users.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Description of practice functions, including statutory basis for them	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Strategies, policies and internal staff procedure for performing statutory functions	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
How to report a concern to the practice	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at: <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Reports of the practice's exercise of its functions	<a href="#">We do not hold this information</a>
List of services, including statutory basis for them	Information contained in sections 2 and 3 of this document and our practice leaflet.

	<p>This information is available by email, post and it is also available on our practice website at:  <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Service policies and internal staff policies	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at:  <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Service schedules and delivery plans	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at:  <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Information for patients, including how to access services	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email, post and it is also available on our practice website at:  <a href="http://www.monifieth-medical-practice.co.uk/">http://www.monifieth-medical-practice.co.uk/</a></p> <p>It is also available from our GP practice.</p>
Service fees and charges	<p>Information contained in sections 5 of this document and our practice leaflet.</p> <p>It is also available from our GP practice.</p>
<p><b>Class 3: How the practice takes decisions and what it has decided</b></p>	
<p><b>Class description:</b> Information about the decisions we take, how we make decisions and how we involve others</p>	
<b>The information we publish under this class</b>	<b>How to access it</b>
Decisions taken by the practice: agendas, reports, papers, and minutes of meetings (that do not contain confidential patient information)	<p>Information contained in section 4 of this document.</p> <p>The practice does not routinely make available the outcomes of meeting, due in the main to patient confidentiality. However, on request, redacted minutes can be requested</p> <p>This information is available by email and post. It is also available from our GP practice.</p>
Public consultation and engagement strategies	<p>Information contained in sections 4 of this document and our practice leaflet.</p> <p>This information is available by email and post. It is also available from our GP practice.</p>

<b>Class 4: What the practice spends and how it spends it</b>	
<b>Class description:</b> 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.	
<b>The information we publish under this class</b>	<b>How to access it</b>
Details on NHS funding received by the practice and the cost of operating our NHS contract	<p>You have the right to request information under the Act. The Model Publication Scheme does not require individual salaries or income (including information from which this can easily be deduced) to be proactively published.</p> <p>On request, we can provide details of annual income that the Practice receives from the NHS and from private fees. We will exclude any financial information that prejudices the confidentiality of an individual GP or staff member.</p> <p>You have the right to appeal to the Information Commissioner if you feel that the information we supply is not sufficient.</p> <p>This information is available by email and post. It is also available from our GP practice.</p>
Cost of running the practice	<p>You have the right to request information under the Act. The Model Publication Scheme does not require individual salaries or income (including information from which this can easily be deduced) to be proactively published.</p> <p>On request, we can provide details of annual income that the Practice receives from the NHS and from private fees. We will exclude any financial information that prejudices the confidentiality of an individual GP or staff member.</p> <p>You have the right to appeal to the Information Commissioner if you feel that the information we supply is not sufficient.</p> <p>This information is available by email and post. It is also available from our GP practice.</p>
Purchaser equipment and supplies	<a href="#">We do not hold this information</a>
Purchasing plans and capital funding	<a href="#">We do not hold this information</a>
Expenses policies and procedures	This information is available by email and post. It is also available from our GP practice.
Staff pay and grading structure	You have the right to request information under the Act. The Model Publication Scheme does not require individual salaries or income (including information from which this can easily be deduced) to be proactively published.

	<p>On request, we can provide details of annual income that the Practice receives from the NHS and from private fees. We will exclude any financial information that prejudices the confidentiality of an individual GP or staff member.</p> <p>You have the right to appeal to the Information Commissioner if you feel that the information we supply is not sufficient.</p> <p>This information is available by email and post. It is also available from our GP practice.</p>
<p><b>Class 5: How the practice manages its human, physical and information resources</b></p>	
<p><b>Class description:</b> Information about how we manage the human, physical and information resources of the authority</p>	
<p><b>The information we publish under this class</b></p>	<p><b>How to access it</b></p>
<p>Strategy and management of human resources</p>	<p>This information is available by email and post. It is also available from our GP practice.</p>
<p>Staffing structure</p>	<p>Information contained in section 2 of this document.</p> <p>This information is available by email and post. It is also available from our GP practice.</p>
<p>Human resources policies, procedures and guidelines (recruitment, performance, management, promotion, pensions, discipline, grievance, staff development)</p>	<p>This information is available by email and post. It is also available from our GP practice.</p>
<p>Management of the practice premises</p>	<p>This information is available by email and post. It is also available from our GP practice.</p>
<p>Premises maintenance arrangements</p>	<p>This information is available by email and post. It is also available from our GP practice.</p>
<p>Records management policy</p>	<p>Information contained in sections 10 of this document.</p> <p>This information is available by email and post. It is also available from our GP practice.</p>
<p>Information governance</p>	<p>Information contained in sections 5 of this document.</p> <p>This information is available by email and post. It is also available from our GP practice.</p>
<p><b>Class 6: How the practice procures goods and services from external providers</b></p>	
<p><b>Class description:</b> Information about how we procure goods and services, and our contacts with external providers</p>	
<p><b>The information we publish under this</b></p>	<p><b>How to access it</b></p>

<b>class</b>	
Procurement policies and procedures	<a href="#">We do not hold this information</a>
Invitations to tender	<a href="#">We do not hold this information</a>
List of contracts that have gone through formal tendering, including details	<a href="#">We do not hold this information</a>
<b>Class 7: How our practice is performing</b>	
<b>Class description:</b> Information about how the authority performs as an organisation, and how well it delivers its functions and services	
<b>The information we publish under this class</b>	<b>How to access it</b>
External reports, reports for NHS boards, annual reports, and performance statements	This information is available by email and post. It is also available from our GP practice.
Quality and Outcomes Framework achievement	This information is available by email and post. It is also available from our GP practice.
<b>Class 8: Our commercial publications</b>	
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)	
<b>The information we publish under this class</b>	<b>How to access it</b>
List and details of any commercial publications	<a href="#">We do not hold this information</a>