

Freedom of Information Act 2000 Publication Scheme October 2003

This is a guide to the Robert Darbishire Practice's Publication Scheme as required by the Freedom of Information Act 2000.

Part one

Introduction

This Publication Scheme is a complete guide to the information routinely made available to the public by the **Robert Darbishire Practice**. It is a description of the information about our Practice which we make publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

How much does it cost?

The publications are all free unless otherwise indicated within each Class. Where information is provided at a cost the charges will be calculated as set out in Class 7.

How is the information made available?

The information within each Class is either downloadable from the practice website, in the practice leaflet or available in another paper document. Practice leaflets and other documents can be obtained by contacting the Practice's Freedom of Information Lead, Clare Fox.

Your rights to information

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about the **Robert Darbishire Practice** under the NHS Openness Code 1995.
- The Freedom of Information Act 2000 recognises that members of the public have the right to know how public services are organised and run, how much they cost and how the decisions are made.
- From January 1st 2005, the Freedom of Information Act will oblige the Practice to respond to requests about information that it holds, and is recorded in any format and it will create a right of access to that information. These rights are subject to some exemptions which have to be taken into consideration before deciding what information it can release.

- New environmental information regulations may be introduced as early as 2003. These will enable similar access to environmental information as under the Freedom of Information Act 2000.
- Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you. You can contact the Practice Manager, Scott Brunt, to arrange this.

Feedback

If you have any comments about the operation of the Publication Scheme, or how we have dealt with your request for information from the Scheme, please write to or ask for:

Clare Fox
Quality Improvement Facilitator (Freedom of Information Lead)
The Robert Darbishire Practice
Rusholme Health Centre
Walmer Street
Manchester M14 5NP

Part two

Classes of information

All information at the **Robert Darbishire Practice** is held, retained and destroyed in accordance with NHS guidelines. Our commitment to publish information excludes any information which can be legitimately withheld under the exemptions set out in the NHS Openness Code or Freedom of Information Act 2000. Where individual Classes are subject to exemptions, the main reasons are the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme. The information covered by this Scheme is grouped into the following broad categories:

Class title	Class description	Where the information can be found	The cost of providing it
1. Who we are	Details of the practice, organisational structures, key personnel and how we fit into the NHS	Practice leaflet and/or Practice website	First copy free – there will be a charge for multiple copies
2. Our Services	The range of services we provide under contract to the NHS	Practice leaflet and/or Practice website; specific paper document	First copy free – there will be a charge for multiple copies
3. Financial and funding information	Funding details and charging policies	Specific paper document	First copy free – there will be a charge for multiple copies
4. Regular publications and information for the public	Guidance and information leaflets	Patient information leaflets	First copy free – there will be a charge for multiple copies
5. Complaints	Policies, procedures and contacts for complaints	Patient information leaflet	First copy free – there will be a charge for multiple copies
6. Policies and procedures	General policies and procedures in use within the practice (e.g. data protection, prescribing and prescription, health and safety).	Specific paper documents; Practice leaflet	First copy free – there will be a charge for multiple copies
7. This Publication Scheme	In this class we will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management generally in the organisation. We will also publish any proposed changes or additions to publications already available.	Specific paper document (where applicable) or the Publication Scheme document itself	First copy free – there will be a charge for multiple copies

Cost of Information

The charges will vary according to how information is made available. Charges are as follows:

(a) Via the General Practice Website: free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual.

The website address is www.rdp.org.uk

For those without Internet access, a single print-out as on the website would be available by post from the Freedom of Information Lead or by personal application at the **Robert Darbishire Practice**.

Requests for multiple printouts, or for archived copies of documents which are no longer accessible or available on the web, may attract a charge for the retrieval, photocopy, postage etc. We will let you know the cost and charges that will have to be paid in advance. We will not provide printouts of other organisation's websites.

(b) Leaflets and other paper documents: free of charge for the first copy. A list of these is available from the Freedom of Information Lead.

The charges will be reviewed regularly. There will be a charge for multiple copies and postage and packaging (if required).

Part three

Useful Resources

1) Websites:

www.informationcommissioner.gov.uk

This is the web site of the Information Commissioner

www.lcd.gov.uk

This is the web site of the Lord Chancellor's Department

www.foi.nhs.uk

This is the NHS Freedom of Information web site

Primary Care Trust web site

2) Publications:

- NHS Openness Code- www.doh.gov.uk/nhsexec/codemain.htm
- FOI Act 2000 www.legislation.hmso.gov.uk/acts2000/2000036.htm
- Code of Practice under Section 45 FOI Act 2000 www.lcd.gov.uk
- Code of Practice under Section 46 FOI Act 2000 www.lcd.gov.uk
- Statement of Fees and Allowances payable for General Medical Practitioners in England

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