

Freedom of Information Act 2000

Guide to information provided by NHS dentists under the model publication scheme

Introduction

The Freedom of Information Act 2000 (FOIA) requires all public authorities to adopt and maintain a publication scheme for information relating to the services provided to ensure transparency. Dentists working under NHS contracts in England, Wales and Northern Ireland are regarded as public authorities.

In 2008, the Information Commissioner's Office (ICO) introduced a single generic model publication scheme for adoption by public authorities that are subject to FOIA. The generic scheme commits all public authorities to describe how specific information is made easily available to the public.

Note: For dentists, the information that must be made available relates only to the provision of NHS dentistry.

The scheme requires two documents to be considered:

- the model scheme itself; and,
- a guide provided by the public authority indicating what information will be provided, how the information can be obtained and whether any charge will be made for its provision.

This publication scheme is a complete guide to the information routinely made available to the public by Portland Street Dental & Implant Practice. Some information is not made publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

Cost

Information available through the Practice Publication Scheme will be readily available at a low cost or at no cost to the public. If we do charge for this information, our charges will be justifiable, clear and kept to a minimum.

Charges may be made for activities such as printing, photocopying and postage as well as information that we are legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The Practice will ask for payment before providing the information.

FOI requests and the publication scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and will be made available unless it can be legitimately withheld.

Information available from Portland Street Dental & Implant Practice 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
Class 1 - Who we are and what we do		
Who's who in the practice	Information about those who work at the practice is available in the practice information leaflet, which is available from the practice reception. The information is also published on our practice website at www.portland-dental.co.uk	No charge
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	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 at www.portland-dental.co.uk	No charge
Opening hours	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 at www.portland-dental.co.uk	No charge
Class 2 – What we spend and how we spend it		
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.	Information on NHS funding and contract targets is available from Huw Davies	No charge
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)	<p>Practice costs for providing services relate to the provision of both NHS and private care. We have, therefore, apportioned our expenditure to reflect NHS revenue.</p> <p>The total annual expenditure for the provision of our contracted services is available for:</p> <ul style="list-style-type: none"> • Staff and personnel costs • Premises and equipment costs 	Reasonable copying costs will be charged

	<ul style="list-style-type: none"> • Utilities cost, materials and supplies <p>The information is available from Mr Huw Davies</p>	
Audit of NHS income, if held	The practice is not subject to formal audits, so this information is not held	
Class 3 – What our priorities are and how we are doing		
Plans for the development and provision of NHS services	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 at www.portland-dental.co.uk	No charge
Performance data including performance against targets	This information is available from Huw Davies	No charge
Practice inspection. Inspection reports by regulators: Healthcare Inspectorate Wales	The date and conclusions of our last practice inspection are available from Huw Davies.	Reasonable copying costs will be charged
Class 4 – How we make decisions		
Records of decisions made in the practice/firm affecting the provision of NHS services.	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.	No charge
Class 5 – Our policies and procedures		
Policies and procedures about customer service	Information about our customer service is included in our patient information leaflet, which is available from the practice reception.	No charge
Policies and procedures about employment of staff	Copies of the practice disciplinary policy and grievance policy are available from the practice reception.	No charge
Equality and diversity policy	A copy of the practice policy on equality and diversity is available from the practice reception.	No charge
Health and safety policy	A copy of the practice health and safety policy is available from the practice reception.	No charge

Infection control policy	A copy of the practice infection control policy is available from the practice reception.	No charge
Radiation protection checklist	A copy of the practice radiation protection checklist is available from the practice reception.	No charge
Complaints procedures (including those covering requests for information and operating the publication scheme)	A copy of the practice complaints procedure is available from the practice reception. Information about how to make a complaint is also published on the practice website at www.portland-dental.co.uk	No charge
Records management policies (records retention, destruction and archive)	A copy of the practice records management policy is available from the practice reception.	No charge
Confidentiality and data protection policies	Copies of the practice confidentiality policy and data protection code of practice are available from the practice reception.	No charge
Policies and procedures for handling requests for information	A copy of the practice procedure for handling requests for information is available from the practice reception.	No charge
Practice information leaflet	Our practice information leaflet can be obtained from the practice reception. The information is also published on our practice website at www.portland-dental.co.uk	No charge
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	This information is not held	
Class 7 – The services we offer		
The services provided under contract to the NHS	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 at www.portland-dental.co.uk	No charge
Charges for any of these services	Information about NHS patient charges is included in our practice information leaflet, which is available from reception. The information is also published on our practice website at www.portland-dental.co.uk	No charge

Information leaflets	Oral health information is available in various patient information leaflets, which can be obtained from the practice reception. Information is also published on our practice website at www.portland-dental.co.uk	No charge
Out of hours arrangements	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.	No charge