

Information available from The Oaklands Practice under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>www.ymcentre.info our practice leaflet</p>	<p>Nil</p>
<p>Doctors in the practice</p>	<p>www.ymcentre.info our practice leaflet</p>	<p>Nil</p>
<p>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</p>	<p>www.ymcentre.info our practice leaflet</p>	<p>Nil</p>
<p>Opening hours</p>	<p>www.ymcentre.info our practice leaflet</p>	<p>Nil</p>
<p>Other staffing details</p>	<p>www.ymcentre.info our practice leaflet</p>	<p>Nil</p>
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Total cost to the PCT/LHB/HSSB of our contracted services.</p>	<p>Hard copy</p>	<p>Nil</p>
<p>Audit of NHS income</p>	<p>Hard copy</p>	<p>Nil</p>

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	None Held	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous year as a minimum		
Records of decisions made in the practice affecting the provision of NHS services	Hard copy	Nil
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only (mark “not held” against any policies not actually held)		
Policies and procedures about the employment of staff	Hard copy	Nil
Internal instructions to staff and policies relating to the delivery of services	Hard copy	Nil
Equality and diversity policy	Hard copy	Nil
Health and safety policy	Hard copy	Nil
Complaints procedures (including those covering requests for information and operating the publication scheme)	www.ymcentre.info	Nil

Records management policies (records retention, destruction and archive)	Hard copy	Nil
Data protection policies (including our approach to the Summary Care Record and Hampshire Health Record)	www.ymcentre.info www.summarycarerecord.info our practice leaflet	Nil
Policies and procedures for handling requests for information	www.ymcentre.info our practice leaflet	Nil
Patients' charter	www.ymcentre.info our practice leaflet	Nil
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None Held	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
Current information only	www.ymcentre.info our practice leaflet	Nil
The services provided under contract to the NHS	www.ymcentre.info our practice leaflet	Nil
Charges for any of these services	www.ymcentre.info our practice leaflet	Nil
Information leaflets	www.ymcentre.info our practice leaflet	Nil
Out of hours arrangements	www.ymcentre.info our practice leaflet	Nil