

## **Carden Medical Centre**

**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

Carden Medical Centre 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 Carden Medical Centre

### General information

Carden Medical Centre is located at Carden House, Carden Place, Aberdeen, AB10 1UT. We can be contacted between the hours of 08:00 and 18:00 Monday to Friday on 0845 3376330. Our fax number is 01224 846666 and our website is [www.cardenmedical.com](http://www.cardenmedical.com)

There are 6 partners in the practice, a GP Assistant and a GP Retainer. We have a nursing team of 4 and an Administration team of 11.

The practice opening hours are 08:00 to 18:00 Monday to Friday and 18:00 to 20:00 on alternate Wednesdays and Thursdays. As the evening service is limited to doctor's appointments only, there is no telephone access during these times.

Concerns or complaints about the services we provide can be made directly to the practice for the attention of the Business Manager, Carden Medical Centre, Carden House, Carden Place, Aberdeen, AB10 1UT or by calling 0845 3376330 to the NHS Board NHS Feedback Service, Summerfield House, 2 Eday Road, Aberdeen, AB15 6RE.

### **Constitution**

This GP practice is a legal Partnership and is contracted by NHS Grampian to provide primary medical services under GMS Regulations.

### **How the practice is run**

There are six GP partners (see below) who meet and make decisions. These decisions are relayed to the Management team who arrange for their implementation.

**Dr Geoff Clarke** MB;ChB MRCGP DRCOG.

**Co-executive partner (Finance)**

**Dr Adrian Crofton** MB;ChB MRCGP MA(Hons) MSc MRCPCH

**Co-executive partner (staff)**

**Dr. Amonika Pepple** MBBS MRCGP

**Dr. Thomas Philip** MBBS MS MRCS MRCGP.

**Co-executive partner (Finance)**

**Dr Anna Smart** MB;ChB BSc MRCGP

**Dr Catriona West** MB;ChB MRCGP

There is an annual Away Day attended by all GP's and the Management team. The Away Day focuses on strategic planning. Following the Away Day, the Business Manager drafts a Development Plan with regular progress reports.

Under our contract of services with the NHS Grampian 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. Carden Medical Centre holds a General Medical Services contract with NHS Grampian. Under this contract we provide primary medical services to patients that reside within our practice area. We welcome patients who live in the area north of the River Dee up to (but not including) the Bridge of Don

and to the West as far as Baillieswells Road in Bielside, plus the area in between.

GP contractors Dr. Geoff Clarke, Dr. Adrian Crofton, Dr. Amonika Pepple, Dr. Thomas Philip, Dr. Anna Smart and Dr. Catriona West 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 Grampian we provide a range of services to our patients, including:

- general primary medical services,
- Child Health Surveillance, together with the Health Visitors
- Contraceptive services
- Maternity services in the antenatal and postnatal period, together with the midwives from Aberdeen Maternity Hospital
- Routine immunisation of children, together with the Health Visitor
- Cervical cytology
- Vaccinations and immunisations
- Annual flu immunisation programme to protect the elderly and at risk
- Regular monitoring, by blood and during tests, for patients on a range of drugs for arthritis and bowel problems
- Regular monitoring by blood tests for patients on Warfarin
- Drugs misuse programme for patients with drug abuse problems, in conjunction with the Substance Misuse Service
- Minor surgery
- Annual comprehensive review for patients with diabetes, asthma & COPD, hypertension and coronary heart disease

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

Your consultations, medical and computer records are confidential. The practice complies with Data Protection and Access to Medical Records

legislation. Identifiable information about you will be shared with others in the following circumstances:

- To provide further medical treatment for you e.g. from community nurses and hospital services
- To help you get other services e.g. from the Social Work Department (You will be asked for your consent to this)
- When we have a duty to others e.g. child protection

As part of our contribution and commitment to clinical care, we provide important data on diseases and treatments for research by third parties including academic organisations. This is always anonymised. Sometimes patients' records may be checked by other healthcare professionals and NHS staff e.g. the Pharmacist attached to the practice. If you do not wish information from your notes to be used in this way, please let us know.

You have a right to access information held in your records and on computer. There may be a charge for this, please ask at reception for further information.

The practice is a training practice for undergraduate & post graduate medical students, GP special trainees and nursing students.

We have access to Language Line which enables us to provide an interpreter should one be required. In addition, Dr. Thomas Philip speaks English, Malayalam, Hindi, Bengali and Tamil.

The services of the practice can be accessed by phone on 0845 3376330 or in person at Carden House, Carden Place, Aberdeen, AB10 1UT. Our building has suitable access and toilet facilities for those with accessibility problems. Designated parking spaces are located in the car park. A hearing loop is available at reception.

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

The Partners and Business Manager are committed to an open and two-way communication policy and encourage informal face-to-face communication between team members at all times.

Full practice meetings are held periodically and usually a theme is chosen e.g. practice vision, QOF review preparation. These meetings are facilitated by the Business Manager, who encourages everyone to contribute. The use of small breakaway groups is also encouraged. The feedback is recorded on a flip chart and typed up afterwards with action points and those responsible for progressing issues. The feedback is emailed to everyone for information and comment.

Practice staff are grouped into teams – GPs, Management, Practice Nurses, Secretarial, Reception, and Community Staff. The Management Team meets at regular intervals and relevant points are emailed to all GPs and staff. The Manager and Assistant Manager meet the Secretarial, Reception and Nursing

Teams every six weeks. The team members compile the agenda; a note of the meeting is recorded and circulated to all members of the practice for information. Any major items for action or consideration are forwarded to the Doctors Meeting if appropriate.

The Management team meets with the GPs every Monday. A note of the meeting is taken and circulated to all doctors. A summarised note of the meeting is circulated to all staff including community staff – certain items are excluded for reasons of confidentiality, e.g. an issue relating to member of staff. The partners meet separately on the first Monday of the month and there is a clinical meeting every Monday and lunch time.

A designated GP meets the Community Staff weekly. The GP relays any items for action back to the other GPs and Business Manager as appropriate. Other GP's responsible for similar liaison with the Practice Nurses and Health Visitors.

If a GP or member of staff has been on a training course or other similar event, s/he is encouraged to send an email to all members of the practice with details of what the training was and what was gained from it.

The doctors and Business Manager operate an “open door” policy and encourage everyone to raise queries or share information promptly and informally.

There are 3 co-executive partners, currently Dr. Clarke & Dr. Philip (Finance) and Dr. Crofton (Staff). The Business Manager and Assistant Manager form the Management team.

The practice currently has an on-line patient participation group who are asked to comment on issues and trial new systems.

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

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

Carden Medical Centre 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 guide to information is available to download from our practice website [www.cardenmedical.com](http://www.cardenmedical.com). If you have any difficulty accessing information online please contact us by one of the alternative routes listed below.

### **By email**

You can request the information you seek by email at [carden.administrator@nhs.net](mailto:carden.administrator@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 0845 3376330 to request information available under this scheme.

### **By post**

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

Business Manager,  
Carden Medical Centre,  
Carden House,  
Carden Place,  
Aberdeen,  
AB10 1UT.

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, £12.00 per encrypted flashdrive

**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**

Carden Medical Centres 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 Carden Medical Centre. 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 the Carden Medical Centre 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**

Carden Medical Centre 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 send any comments or suggestions to Business Manager, Carden Medical Centre, Carden House, Carden Place, Aberdeen, AB10 1UT or by email to [carden.administrator@nhs.net](mailto:carden.administrator@nhs.net)

## **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:

Business Manager,  
Carden Medical Centre,  
Carden House,  
Carden Place,  
Aberdeen,  
AB10 1UT.

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  
**Website** 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 Business Manager, Carden Medical Centre, Carden House, Carden Place, Aberdeen, AB10 1UT.

### **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 Carden Medical Centre. 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 Carden Medical Centre
- 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 Carden Medical Centre</b>	
<b>Class description:</b> Information about Carden Medical Centre, 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 and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</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 and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</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 and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Contact details for patients and complaints functions	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Publication scheme and guide to information	This information is available by email and post. The Model Publication Scheme 2014 is available on the Information Commissioner's website <sup>1</sup> and is also available on our practice website

<sup>1</sup> <http://www.itspublicknowledge.info/MPS>

	<a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Charging schedule for published information	Information contained in section 8 of this document and our practice leaflet. This information is available by email and post it is also available on our practice website <a href="mailto:www.carden.administrator@nhs.net">www.carden.administrator@nhs.net</a> . It is also available from our GP practice.
Contact details and advice about how to request information	Information contained in section 6 of this document and our practice leaflet. This information is available by email and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Charging schedule for environmental information	Information contained in section 13 of this document and our practice leaflet. This information is available by email and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Legal/contractual framework for the authority	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post. It is also available from our GP practice.
Description of practice governance/decision making structures	Information contained in section 2 of this document. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services	Information contained in section 2 of this document and our practice leaflet. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Governance policies	Information contained in section 2 of this document. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Strategic planning processes	Information contained in section 4 of this document This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Accountability	Information contained in section 2 of this

relationships, including reports to regulators	document. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
<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	Information contained in sections 2 and 3 of this document. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Strategies, policies and internal staff procedure for performing statutory functions	Information contained in sections 2 and 3 of this document. This information is available by email and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
How to report a concern to the practice	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Reports of the practice's exercise of its functions	The practice does not hold this information.
List of services, including statutory basis for them	Information contained in sections 2 and 3 of this document and our practice leaflet. This information is available by email and post and is also available on our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Service policies and internal staff policies	Information contained in sections 2 and 3 of this document. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Service schedules and delivery plans	Information contained in sections 2 and 3 of this document. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Information for	Information contained in sections 2 and 3 of this



patients, including how to access services	document and our practice leaflet. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.
Service fees and charges	Information contained in sections 5 of this document. This information is available by email and post. It is also available from our GP practice.
<b>Class 3: How the practice takes decisions and what it has decided</b>	
<b>Class description:</b> Information about the decisions we take, how we make decisions and how we involve others	
<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)	Information contained in section 4 of this document. This information is available by email and post. It is also available from our GP practice.
Public consultation and engagement strategies	Information contained in sections 4 of this document and our practice leaflet. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice..
<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	This information is available by email and post. It is also available from our GP practice. Please note that we do not proactively publish individual salaries or income, including information from which this can easily be deduced. However, you have the right to request information under the Act.
Cost of running the	This information is available by email and post .

practice	It is also available from our GP practice. Please note that we do not proactively publish individual salaries or income, including information from which this can easily be deduced. However, you have the right to request information under the Act.
Purchaser equipment and supplies	We do not hold this information.
Purchasing plans and capital funding	We do not hold this information.
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	This information is available it can be provided by email and post. It is also available from our GP practice.
<b>Class 5: How the practice manages its human, physical and information resources</b>	
<b>Class description:</b> Information about how we manage the human, physical and information resources of the authority	
Strategy and management of human resources	This information is available by email and post . It is also available from our GP practice.
Staffing structure	Information contained in section 2 of this document. This information is available by email and post. It is also available from our GP practice.
Human resources policies, procedures and guidelines (recruitment, performance, management, promotion, pensions, discipline, grievance, staff development)	This information is available by email and post. It is also available from our GP practice.
Management of the practice premises	This information is available by email and post. It is also available from our GP practice.
Premises maintenance arrangements	This information is available by email and post. It is also available from our GP practice.
Records management policy	Information contained in sections 10 of this document. This information is available by email and post. It is also available from our GP practice.
Information governance	Information contained in sections 5 of this document. This information is available by email, post and our practice website <a href="http://www.cardenmedical.com">www.cardenmedical.com</a> . It is also available from our GP practice.

<b>Class 6: How the practice procures goods and services from external providers</b>	
<b>Class description:</b> Information about how we procure goods and services, and our contacts with external providers	
<b>The information we publish under this class</b>	<b>How to access it</b>
Procurement policies and procedures	We do not hold this information
Invitations to tender	We do not hold this information
List of contracts that have gone through formal tendering, including details	We do not hold this information
<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>	
<b>Class description:</b> 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	We do not hold this information

