Bodriggy Health Centre
Publication Scheme

This is a guide to the Publication Scheme for Bodriggy Health Centre as required by the Freedom of Information Act 2000.

PART ONE: INTRODUCTION AND BACKGROUND

1. Introduction

Welcome to the Publication Scheme for Bodriggy Health Centre

This Publication Scheme is a complete guide to the information routinely made available to the public by our general practice as required by the Freedom of Information Act 2000. It is a description of the information about our General Practitioners and Practice, which we make publicly available. The Publication Scheme will be reviewed at regular intervals and we will monitor its effectiveness.

2. Your Rights to Information

a) 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.

b) From January 1st 2005 it will oblige the General 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.

c) In addition to being able to obtain the information identified in the Publication Scheme, you are also entitled to request information about our General Practice under the **NHS Openness Code 1995**.

d) Under Data Protection legislation, you are also entitled to access your medical records or any other personal information held about you by applying in writing to:

Mrs Stephanie Jones
Practice Manager
Bodriggy Health Centre
60 Queensway
Hayle
TR27 4PB

e) New environmental information regulations may be introduced as early as 2003. These will enable similar access to environmental information as that provided under the Freedom of Information Act 2000.

3. How is the information made available?

The information within each Class is either downloadable from this website or is available in hard copy. You can obtain a hard copy of the information referred to by writing to the practice manager.

4. How much will the publications cost?

The publications are all free unless otherwise indicated within the Class (see below). Where information is provided at a cost, the charges will be calculated as set out Class 7 below.

5. 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:

Mrs Stephanie Jones
Practice Manager
Bodriggy Health Centre
60 Queensway
Hayle
TR27 4PB

PART TWO: CLASSES OF INFORMATION

All information at Bodriggy Health Centre is held, retained and destroyed in accordance with NHS guidelines.

Exemptions

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 include the protection of commercial interests or the protection of personal information under the **Data Protection Act 1998**. This applies to all Classes within the Publication Scheme.

The information made available under this Scheme is grouped into seven broad categories:

CLASSES

1. Who we are

Description: We are a **9** doctor training practice, the partnership consists of 5 male doctors and **4** female doctors.

Key publications		
Document	Availability	Charge
Practice Leaflet	Hard copy available from Practice	No charge

2. Our Services

Description: The range of services we provide under contract to the NHS can be found in our practice leaflet

Key publications		
Document	Availability	Charge
Practice Leaflet	Hard copy available from Practice	No charge

3. Financial and funding information

Description: Funding details and charging policies

The Practice is allocated a global sum to deliver the services we provide from Kernow CCG according to its contract in exchange for services provided for patients

4. Regular publications and information for the public

Description: Copies of Guidance and information leaflets

Key publications		
Document	Availability	Charge
Practice Leaflet	Hard copy available from Practice	No charge

Reviewed and updated by PTT 06/12/2016
Reviewed by SCJ 23/01/2018
Reviewed by SCJ 28/3/2019
Reviewed and updated by EM 11/8/2020
Next review date 11/8/2020

5. Complaints

Description: Policies, procedures and contacts for complaints

Key publications		
Document	Availability	Charge
Complaints Policy	Hard copy available from Practice	No charge

6. Our policies and procedures

Description: General policies and procedures in use within the practice. These include, but are not restricted to, data protection, prescribing and prescription, health and safety

7. This Publication Scheme

Description: 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 Practice. We will also publish any proposed changes or additions to publications already available.

This publication scheme

Cost of Information

Most of the information is available free, but there may be a nominal charge to cover costs if you require a hard copy of information.

The charges will vary according to how information is made available.

Charges are as follows:

a) **Website** – Free of charge via the Practice Website

Website addresses are:

www.bodriggysurgery.co.uk/

Note: Any charges for Internet Service provider and personal printing costs would have to be met by the individual.

b) **Single Print Out** - If you do not have internet access, a single print-out as on the website can be obtained by applying in writing to:

Mrs Stephanie Jones
Practice Manager
Bodriggy Health Centre
60 Queensway
Hayle
TR27 4PB

[The practice charges 35 pence per sheet and the cost of postage]

c) **Multiple copies or archived copies** of documents which are no longer available on the web, will 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.

Please note: We will not provide printouts of other organisation's websites.

d) **Leaflets and brochures** - Leaflets or booklets on, for example, the services we offer to the public are free of charge for single copies. (see item c above for multiple copies).

The charges will be reviewed regularly.

PART THREE: Useful Resources

Web sites:

Information Commissioner https://ico.org.**uk**

Freedom of Information website https://www.england.nhs.uk/contact-us/foi/

FOI Act 2000 www.legislation.hmso.gov.uk/acts2000/2000036.htm

Code of Practice under Section 45 FOI Act 2000 https://ico.org.uk/

Code of Practice under Section 46 FOI Act 2000 https://ico.org.uk/

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Statement of Fees and Allowances payable for General Medical Practitioners in England

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