


## Freedom of Information Publication Scheme

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Practice website, Statement of purpose, practice leaflets, CQC website, social media platforms	No charge
Who's who in the practice	Team member information is available [on the practice website at <a href="http://www.abbotsburydental.co.uk">http://www.abbotsburydental.co.uk</a>	No charge
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Contact details are available [on the practice website at <a href="http://www.abbotsburydental.co.uk">http://www.abbotsburydental.co.uk</a> ][in the practice information leaflet].	No charge
Opening hours	Our current opening hours are available [on the practice website at <a href="http://www.abbotsburydental.co.uk">http://www.abbotsburydental.co.uk</a> ][in the practice information leaflet].	No charge
<p><b>Class 2 – What we spend and how we spend it</b> (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>		
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.	[England and Wales: The value of our GDS/PDS contract with the NHS and targets are available from [the practice owner].	10p per photocopy £4 per CD £4 per memory stick

<p>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>	<p>The practice provides both NHS and private treatment to patients. Information regarding the annual costs to the practice to deliver our NHS services is available from Kate Pugh</p>	<p>10p per photocopy £4 per CD £4 per memory stick</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Plans for the development and provision of NHS services</p>	<p>[The practice has a strategic action plan in place (G 151A) with objectives to develop our NHS service] [The practice currently has no plans regarding the development and provision of NHS services].</p>	<p>10p per photocopy £4 per CD £4 per memory stick</p>
<p>Performance data including performance against targets</p>	<p>Information regarding targets and our performance against them is available from Kate Pugh</p>	<p>10p per photocopy £4 per CD £4 per memory stick</p>
<p>Practice inspection. Inspection reports by regulators [for England: the Care Quality Commission (CQC); Wales: Healthcare Inspectorate Wales; or Northern Ireland: the Regulation and Quality Improvement Authority (RQIA)]</p>	<p>Our latest CQC inspection report is available on the CQC website</p>	<p>No Charge</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>		

<p>Records of decisions made in the practice/firm affecting the provision of NHS services.</p>	<p>[The practice carries out an annual management review each year (G 170-TM2). Information regarding decisions made as a result of the review, which affect the provision of NHS services, is available from Kate Pugh or Clare Garbett.</p> <p>[As a small company management decisions are not always recorded. Information may be available from Kate Pugh or Clare Garbett.</p>	<p>10p per photocopy £4 per CD</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>	 <p>Abbotsbury Court DENTAL PRACTICE</p>	
<p>Policies and procedures about customer service</p>	<p>Our Patient experience policy (M 233-PEX) is available from reception.</p>	<p>10p per photocopy £4 per CD</p>
<p>Policies and procedures about employment of staff</p>	<p>Information available from reception includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Recruitment and selection policy and procedure (M 222H)</li> <li>▪ Employment and induction policy (M 233-EIN)</li> <li>▪ Disciplinary (M 227A), Grievance (M 227B) and Capability (M 227D) procedures</li> </ul>	<p>10p per photocopy £4 per CD</p>

Equality and diversity policy	Our Equality, dignity and human right policy (M 233-EQD) is available from reception.	10p per photocopy £4 per CD
Health and safety policy	Our Health and safety policy (M 250C) is available from reception.	10p per photocopy £4 per CD
Infection control policy	Our Infection control policy (M 257A) and procedures (M 257B) are available from reception.	10p per photocopy £4 per CD
Radiation protection checklist	Information from our Radiation protection folder is available from Kate Pugh or Clare Garbett.	10p per photocopy £4 per CD
Complaints procedures (including those covering requests for information and operating the publication scheme)	Our complaints procedure [England and Northern Ireland: (G 110C) <a href="http://www.abbotsburydental.co.uk">http://www.abbotsburydental.co.uk</a> ]. Copies are available from reception.	No charge
Records management policies (records retention, destruction and archive)	Our Record management policy (M 233-REM) is available from reception.	10p per photocopy £4 per CD
Confidentiality and data protection policies	Our Confidentiality (M 233-CON) and Data protection (M 233-DPT) policies are available from reception.	10p per photocopy £4 per CD
Policies and procedures for handling requests for information	Requests for information are covered in our Data protection policy (M 233-DPT), which is available from reception.	10p per photocopy £4 per CD

Practice information leaflet	Our practice information leaflet is available at reception.	No charge
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only We recognise that it is unlikely that dentists are going to have registers available for public inspection and while this remains the case “none held” can be entered in this section.		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	None held	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)  Current information only		
The services provided under contract to the NHS	Information about the services we offer is outlined in [on the practice website at <a href="http://www.abbotsburydental.co.uk">http://www.abbotsburydental.co.uk</a> and in the practice information leaflet].	No charge
Charges for any of these services	Information regarding charges for NHS services is displayed on posters in reception, in our practice information leaflet, which is available from reception [and on the practice website at <a href="http://www.abbotsburydental.co.uk">http://www.abbotsburydental.co.uk</a> ].	No charge
Information leaflets	We have a range of leaflets, free of charge and available at reception, including: <ul style="list-style-type: none"> <li>▪ Patient information leaflet on gum disease</li> <li>▪ Patient information leaflet on oral hygiene</li> <li>▪ Take home instructions for after surgery</li> <li>▪ Take home instructions for antibiotics</li> <li>▪ Take home instructions for new dentures</li> </ul>	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
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