

# Field House Medical Group

## Publication Freedom of Information Act

### Introduction

This is the publication scheme relevant to the Freedom of Information Act (FOI) for Fieldhouse. All public bodies have a statutory responsibility order under the Act to publish such a scheme. The scheme indicates the type of information that is routinely available about Field House Medical Group and how it can be obtained. The scheme used by Field House Medical Group is based upon the template provided and pre-approved by the Office of the Information Commissioner. It commits the Practice:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### Contact Information

For any enquiries, complaints or queries about access rights about Field House Medical Group publication scheme please contact:

Mercedes Mello-Jenkins – Practice Manager

The Caldicott Guardian for Field House Medical Group is responsible for ensuring the confidentiality and security of patient identifiable information within the Practice.

### Your rights of access to information

Under Section 19 of the Freedom of Information (FOI) Act 2000 Field House Medical Group has a legal duty to adopt and maintain a Publication Scheme for the publication of Trust information.

As well as being able to access the information identified in this Publication Scheme, you are also entitled to request information about Fieldhouse under the NHS Code of Practice on Openness. Copies of the NHS Code of Practice are available from [www.doh.gov.uk](http://www.doh.gov.uk)

# Field House Medical Group

## Information Management

Information falling into the Classes will be retained in line with the Field House Medical Group retention and disposal schedules, Records Management Policy and Public Record Office Guidance.

## The Classes of Information

- Who we are and what we do  
Organisational information, locations and contacts, constitutional and legal governance
- What we spend and how we spend it  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- What our priorities are and how we are doing  
Strategy and performance information, plans, assessments, inspections and reviews
- How we make decisions  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- Our policies and procedures  
Current written protocols for delivering our functions and responsibilities
- Lists and Registers  
Information held in registers required by law and other lists and registers relating to the functions of the authority
- The Services we Offer  
Advice and guidance, booklets and leaflets.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

## Obtaining Information

We will state how you can obtain the information outlined within each Class. This will either be via the web site or as a hard copy or other media as stated within each Class. The publications are all free unless otherwise indicated within each Class.

The Publication Scheme is also available on our web site.

# Field House Medical Group

## **Who we are and what we do**

a. Our position in the NHS

Field House Medical Group is part of the National Health Service (NHS) family.

## **What we spend and how we spend it**

Paper Copies available on request you can also see GP net earnings on our website

## **What our priorities are and how we are doing**

Paper or Electronic Copies available on request you can also see our annual report on-line

## **How we make decisions**

Paper or electronic Copies available on request

## **Our policies and procedures**

Paper or Electronic Copies available on request – given the large number there may be a fee for these

## **XIII. Lists and Registers**

None Held

## **XIV. The services we offer**

Please see our Practice leaflet

## **Cost of Information**

Costs for printing and copying plus staff costs for large requests