

Class 1 – Who we are and what we do

Information to be published	How the information can be obtained	Cost
Organisational information, structures, locations and contacts	The practice website (www.seftonparkmedicalcentre.nhs.uk), and the practice information leaflet	Free
Doctors in the practice	By reference to the practice entry on NHS Choices(www.nhs.uk/Service-Search/GP/LocationSearch/4), the practice website and the practice details shown on the Care Quality Commission website (www.cqc.org.uk/what-wedo/services-we-regulate/find-family-doctorgp)	Free
Contact details for the practice (named contacts with telephone numbers and email addresses)	As above	Free
Opening hours	As above	Free
Other staffing details	By application to the Practice Manager specifying the information requested. Personal details relating to staff are not disclosed	Free
Meeting information – specifically with pharma companies and other medical suppliers	The Practice has no contractual or other involvement with pharma companies other than in a customer/supplier relationship	N/A

Class 2 – What we spend and how we spend it

Information to be published	How the information can be obtained	Cost
Financial information	On application to the Practice Manager but restricted to NHS funding and expenditure and other public funds received. Some details are shown in this document below.	The cost of photocopying. Requests taking in excess of 18 hrs to retrieve information will be charged at £25 per hour in addition
Details on NHS funding received by the practice.	<p style="text-align: center;">Available figures:</p> <p style="text-align: center;">Year ending September 2016: NHS funding received £1,100,217 NHS reimbursement of expenses for drugs Expenses incurred in running and staffing the practice amounted to £568,026</p> <p style="text-align: center;">Year ending September 2017: NHS funding received £1,176,803 NHS reimbursement of expenses for drugs purchased and other fees £20,409 Expenses incurred in running and staffing the practice amounted to £612,259 purchased and other fees £18,144</p>	As at "Financial Information" above
Audit of NHS income	On application	On application
Details of expenditure items over £10,000 – published at least annually but at a quarterly or sixmonthly interval where practical.	None	Free
List and value of contracts awarded by the practice.	None	Free
Staff allowances and expenses	No general expenses are paid to staff. Employed doctors receive reimbursement of their personal Medical Defence or Indemnity fees however those details are confidential.	Free
Pay policy	<p>Clinical staff are engaged on terms commensurate with the general NHS "Agenda for Change" system. Their pay structure is available for general access on the NHS Employers website www.nhsemployers.org/yourworkforce/pay-and-reward/agenda-forchange/pay-scales/annual</p> <p>Non-clinical staff are employed on locally negotiated pay. Specific details of individual salaries and conditions of service are confidential to the employees concerned.</p>	Free
Declaration of GPs' NHS/HSC income.	The practice website	Free

Class 3 – What our priorities are and how we are doing

Information to be published	How the information can be obtained	Cost
Strategies and plans, performance indicators, audits, inspections and reviews	<p>The practice will work to the current strategic plans drawn up by the Liverpool Clinical Commissioning Group (CCG) available at : www.liverpoolccg.nhs.uk/</p> <p>The Practice is inspected regularly by the Care Quality Commission and their latest report is available on their website and also on the Practice website.</p> <p>Comments and reviews of the practice are shown both on the CCG website and NHS Choices. Details of other plans and operating systems may be requested from the Practice Manager</p>	As “Financial Information”
Plans for the development and provision of NHS services	On application to the Practice Manager	As at “Financial Information”
Performance data, including performance against targets	<p>The practice works to the national Quality & Outcomes Framework (QOF) and details of the practice performance can be obtained at: gof.digital.nhs.uk/</p> <p>Performance of the practice in respect of other published information will also appear on our page at NHS Choices. On occasions the Liverpool CCG may publish practice data. Specific performance data not otherwise available to the public may be available on application to the Practice</p>	As at “Financial Information”

Class 4 – How we make decisions

Information to be published	How the information can be obtained	Cost
Decision-making processes and records of decisions Current and previous year as a minimum	On application detailing the information required	As at “Financial Information”
Records of decisions made in the practice affecting the provision of NHS services	On application detailing the information required	As at “Financial Information”

Class 5 – Our policies and procedures

Information to be published	How the information can be obtained	Cost
Current written protocols, policies and procedures for delivering our services and responsibilities	On application detailing the information required. Policies relating to complaints and Freedom of Information amongst others may be found on the practice website	As at “Financial Information”
Policies and procedures about customer service	On application detailing the information required	As at “Financial Information”
Internal instructions to staff and policies relating to the delivery of services	On application detailing the information required	As at “Financial Information”
Policies and procedures about the recruitment and employment of staff	On application detailing the information required	As at “Financial Information”
Equality and diversity policy	On the practice website	Free
Health and safety policy	On application detailing the information required	As at “Financial Information”
Complaints procedures (including those covering requests for information and operating the publication scheme)	On the practice website	Free
Records management policies (records retention, destruction and archive)	On application detailing the information required	As at “Financial Information”
Data protection policies	On the practice website	Free
Policies and procedures for handling requests for information	On the practice website	Free

Class 6 – Lists and registers

Information to be published	How the information can be obtained	Cost
Lists and Registers	The Practice hold lists and registers of patients and their medical condition or related information (eg if they are carers). The majority of this is strictly confidential however the numbers on individual Registers, if held, may be obtained on application to the Practice Manager. Some Registers are available in the public domain and may be available through the organization which hold or publishes them – the Practice will be able to signpost where they may be found if requested.	Free

Class 7 – The services we offer

Information to be published	How the information can be obtained	Cost
Information about the services we offer, including leaflets, guidance and newsletters produced for the public	By visiting the Practice to collect printed information available in the Waiting Room Some information is available on the practice website	Free
The services provided under contract to the NHS	Available in the practice leaflet and website, NHS Choices and the CQC website	Free
Charges for any of these services	On application	Free
Information leaflets	Available online or by visiting the practice	As at “Financial Information”
Out-of-hours arrangements	Details are available on the practice website, the Liverpool CCG website, by calling the practice telephone line, dialing the “111” service and NHS Choices	Free