

## Information available from East Leake Medical Group providing medical services under contract to the NHS under the Freedom of Information Act

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<b>Class1 - Who we are and what we do</b>  Organisational information, structures, locations and contacts	Website: <a href="http://www.elmgroupsurgeries.co.uk">www.elmgroupsurgeries.co.uk</a> Practice Leaflet available from reception desk or request by telephone	Free
Doctors in the practice	Website and Practice Leaflet	Free
Contact details for the practice	East Leake Health Centre 01509 852181 Church House Surgery 0115 9847101	
Opening hours	Website and Practice Leaflet	Free
Other staffing details	Website and Practice Leaflet	Free

<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	Please request from the Practice Manager	Charge may be made for photocopying and postage
<b>Class 3 – What our priorities are and how we are doing</b>  Strategy and performance information, plans, assessments, inspections and reviews.	Please request from the Practice Manager	Charge may be made for photocopying and postage

<p><b>Class 4 – How we make decisions</b></p> <p>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations</p>	<p>Please request from the Practice Manager</p>	<p>Charge may be made for photocopying and postage</p>
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p>	<p>Please request from the Practice Manager</p>	<p>Charge may be made for photocopying and postage</p>
<p>Policies and procedures about the employment of staff</p>		
<p>Internal instructions to staff and policies relating to the delivery of services</p>		
<p>Equality and diversity policy</p>		
<p>Health and safety policy</p>		
<p>Complaints procedure</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p><b>Class 6 – Lists and Registers</b></p> <p>Any publicly available register or list</p>	<p>None held</p>	
<p><b>Class 7 – The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public</p>	<p>Information in Waiting area, from reception or on our website</p>	<p>Free</p>
<p>Non-NHS services provided</p>		
<p>Charges for any of these services</p>		
<p>Information leaflets</p>		
<p>Out of hours arrangements</p>		