

**Information available from Cotswold Orthodontics under the Freedom of Information Act model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b> (eg hard copy, website)	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b>  <b>This will be current information only</b>		
Who's who in the practice	Team member information is available on the practice website at <a href="http://www.cotswold-orthodontics.co.uk">www.cotswold-orthodontics.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.cotswold-orthodontics.co.uk">www.cotswold-orthodontics.co.uk</a> and in the practice leaflet.	No charge
Opening hours	Opening hours are available on the practice website at <a href="http://www.cotswold-orthodontics.co.uk">www.cotswold-orthodontics.co.uk</a> and in the practice leaflet.	No charge

<b>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b>		
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.	The value of our PDS contract with the NHS and targets are available from the practice owners.	10p per photocopy £4 per CD £4 per memory stick
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)	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 the practice owners.	10p per photocopy £4 per CD £4 per memory stick
Audit of NHS income, if held	The practice is not audited and no information is held.	

<b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b>		
Plans for the development and provision of NHS services	The practice currently has no plans regarding the development and provision of NHS services.	
Performance data including performance against targets	Information regarding targets and our performance against them is available from the practice owners	10p per photocopy £4 per CD £4 per memory stick
Practice inspection. Inspection reports by regulators Care Quality Commission (CQC);	CQC inspection report is available on the CQC website <a href="http://www.cqc.org.uk/location/1-193813628">http://www.cqc.org.uk/location/1-193813628</a>	No Charge

<b>Class 4 – How we make decisions (Decision making processes and records of decisions)</b>		
Records of decisions made in the practice affecting the provision of NHS services.	The practice has a business plan which sets out our plan for the future of our NHS care.	10p per photocopy £4 per CD £4 per memory stick

<b>Class 5 – Our policies and procedures</b>		
Policies and procedures about customer service	Our Patient experience policy is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Policies and procedures about employment of staff	Information available from reception includes, but is not limited to: <ul style="list-style-type: none"> <li>▪ Recruitment and selection policy and procedure</li> <li>▪ Employment and induction policy</li> <li>▪ Disciplinary, Grievance and Capability procedures</li> </ul>	10p per photocopy £4 per CD £4 per memory stick
Equality and diversity policy	Our Equality, dignity and human right policy is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Health and safety policy	Our Health and safety policy is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Infection control policy	Our Infection control policy and procedures are available from reception.	10p per photocopy £4 per CD £4 per memory stick
Radiation protection checklist	Information from our Radiation protection folder is available from the practice manager.	10p per photocopy £4 per CD £4 per memory stick
Complaints procedures (including those covering requests for information and operating the publication scheme)	Our complaints procedure is displayed in reception and on our website. Copies are available from reception.	No charge
		10p per photocopy

Records management policies (records retention, destruction and archive)	Our Record management policy is available from reception.	£4 per CD £4 per memory stick
Confidentiality and data protection policies	Our Confidentiality and Data protection policies are available from reception.	10p per photocopy £4 per CD £4 per memory stick
Policies and procedures for handling requests for information	Requests for information are covered in our Data protection policy, which is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Practice information leaflet	Our practice information leaflet is available in reception.	No charge

**Class 7 – The services we offer  
(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 our practice information leaflet, which is available in reception.	No charge
Charges for any of these services	Information regarding charges for NHS services is displayed on posters in the waiting rooms.	No charge
Information leaflets	<p>We have a range of leaflets, free of charge and available at reception, including:</p> <ul style="list-style-type: none"> <li>▪ Patient information leaflet on various orthodontic treatments</li> <li>▪ Patient information leaflet</li> <li>▪ Take home instructions for after braces and removable appliances are fitted</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