

Information available from Dr. Lyle & Partners under the Freedom of Information Act model publication scheme

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

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
Class1 - Who we are and what we do		
Doctors in the practice	Website, practice booklet	Free
Contact details for the practice	Website, practice booklet	Free
Opening hours	Website, practice booklet	Free
Other staffing details	Website, practice booklet	Free
Class 2 – What we spend and how we spend it		
Current and previous financial year as a minimum		
Total cost to the PCT/LHB/HSSB of our contracted services exc. prescriptions	On application to Practice Manager	Free
Amount spent on prescription medicines	On application to Practice Manager	Free
Audit of NHS income	Not held	
Class 3 – What our priorities are and how we are doing		

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Plans for the development and provision of NHS services	Not held	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous year as a minimum		
Records of decisions made in the practice affecting the provision of NHS services	Not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only (mark “not held” against any policies not actually held)		
Policies and procedures about the employment of staff	On application to Practice Manager	Free
Internal instructions to staff and policies relating to the delivery of services	On application to Practice Manager	Free
Equality and diversity policy	On application to Practice Manager	Free
Health and safety policy	On application to Practice Manager	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	On application to Practice Manager	Free
Records management policies (records retention, destruction and archive)	Not held	

Data protection policies	On application to Practice Manager	Free
Policies and procedures for handling requests for information	On application to Practice Manager	Free
Patients' charter	Website, leaflet from reception	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	not held	
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	Website, practice booklet	Free
Charges for any of these services	NHS services are not charged for	Free
Information leaflets		
Out of hours arrangements	Website, practice booklet	Free