



# PUBLICATION SCHEME

Updated: September 2022

The Freedom of Information Act 2000 (FOIA) requires all public authorities to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) introduced a single generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits a public authority to '*produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public*'. This is a very general scheme based on the principle that all public authorities need to recognise the public interest in the transparency of the services provided for and paid for by the general public. It is a commitment to make information easily available to the public.

Orthodontists providing dental services under contracts with the NHS in England, Wales and Northern Ireland are public authorities in respect of information relating to those services.

This is our publication scheme.

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
<b>Class 1 - Who we are and what we do</b>		
(Organisational information, structures, locations and contacts)		
This will be current information only		
Who's who in the practice	Team member information is available on the practice website at <a href="https://www.pure-ortho.co.uk/">https://www.pure-ortho.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="https://www.pure-ortho.co.uk/">https://www.pure-ortho.co.uk/</a>	No charge
Opening hours	Our current opening hours are available on the practice website <a href="https://www.pure-ortho.co.uk/">https://www.pure-ortho.co.uk/</a>	No charge
<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)		
Current and previous financial year as a minimum		
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 owner, Richard Skeggs.	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 owner *Richard Skeggs*

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.

### **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

The practice currently has no plans regarding the development and provision of NHS services

Performance data including performance against targets

England and Wales: Information regarding targets and our performance against them is available from the practice owner Richard Skeggs.

10p per photocopy  
£4 per CD  
£4 per memory stick

Practice inspection. Inspection reports by regulators the Care Quality Commission (CQC)

Our latest CQC inspection report is available on the CQC website at:  
<https://www.cqc.org.uk/location/1-12155627577>

No Charge

#### **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/firm affecting the provision of NHS services.

As a small company management decisions are not always recorded. Information may be available from *Richard Skeggs*

10p per  
photocopy  
£4 per CD  
£4 per memory  
stick

#### **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

Policies and procedures about customer service	Our Patient experience policy (M 233-PEX) is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Policies and procedures about employment of staff	<p>Information available from reception includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Recruitment and selection policy and procedure (M 222H)</li> <li>• Employment and induction policy (M 233-EIN)</li> <li>• Disciplinary (M 227B), Grievance (M 227A) and Capability (M 227D) procedures</li> </ul>	10p per photocopy £4 per CD £4 per memory stick
Equality and diversity policy	Our Equality, dignity and human right policy (M 233-EQD) is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Health and safety policy	Our Health and safety policy (M 250C) is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Infection control policy	Our Infection control policy (M 257A) and procedures (M 257B) 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 Richard Skeggs.	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 G 110C) is displayed in reception and available on our website <a href="https://www.pure-ortho.co.uk/">https://www.pure-ortho.co.uk/</a> ]. Copies are available from reception.	No charge
Records management policies (records retention, destruction and archive)	Our Record management policy (M 233-REM) is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Confidentiality and data protection policies	Our Confidentiality (M 233-CON) and Data protection (M 233-DPT) 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 (M 233-DPT), which is available from reception.	10p per photocopy £4 per CD £4 per memory stick
Practice information leaflet	Our practice information leaflet is available at reception.	No charge

## Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).

None 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

Information about the services we offer is outlined in on the practice website at <https://www.pure-ortho.co.uk/> and in the practice information leaflet.

No charge

Charges for any of these services

There are no dental charges for orthodontics treatment for the patient group we are contracted to treat. Patients may be charged for replacement appliances. Current fees information is available here <https://www.nhsbsa.nhs.uk/help-nhs-dental-costs/replacement-dental-appliances>

No charge

Information leaflets

We provide links to BOS orthodontic leaflets

<https://www.bos.org.uk/BOS-Homepage/Patient-Information-Leaflets>

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