



Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

Guide to Information provided by NHS dentists under the model publication scheme

Under the Freedom of Information Act 2000 all public authorities are required to have and operate a publication scheme approved by the Information Commissioner.

It is the intention of the Information Commissioner that all public authorities should adopt and operate the one model scheme that has been approved. This is a very general scheme based on the principal that all public authorities need to recognize 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.

Note: The scheme is only for information held as a public authority and does not include any information that is not held, is held for other purposes or would be exempt from release.

Information available from Tiverton, Cullompton, Holmead, Canon Street and Newquay Dental Centre under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the general dental services we provide under the National Health Service Act 2006 or the National Health Service (Wales) Act 2006.

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
Class1 - Who we are and what we do B M PEARON LTD, (Tiverton, Cullompton, Holmead Dental Centres) B M PEARSON & JM FOGGIN LTD, (Canon Street Dental Centre) ROBERT ANN LTD, (Newquay Dental Centre) PROVIDING A FULL RANGE OF GENERAL DENTISTRY.	Hard Copy- kept in BDA Good Practice file. Induction Booklet – kept in each practice.	£50.00 £50.00
Who's who in the practice	Practice Website www.dentalcentres.co.uk	nil
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Practice Website www.dentalcentres.co.uk	nil
Opening hours	Practice Website www.dentalcentres.co.uk	nil
Staffing structure	Hard copy – kept in BDA Good practice File	£50.00

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>From companies House www.companieshouse.gov.uk/</p>	<p>Request From companies house</p>
<p>Total final cost to the PCT/LHB/HPSS of our contracted services</p>	<p>From relevant PCT www.somersetpct.nhs.uk/ www.devonpct.nhs.uk/ www.cornwallandislesofscilly.nhs.uk/</p>	<p>Request From PCT</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>From relevant PCT www.somersetpct.nhs.uk/ www.devonpct.nhs.uk/ www.cornwallandislesofscilly.nhs.uk/</p>	<p>Request From PCT</p>
<p>Plans for the development and provision of NHS services</p>	<p>From relevant PCT www.somersetpct.nhs.uk/ www.devonpct.nhs.uk/ www.cornwallandislesofscilly.nhs.uk/</p>	<p>Request From PCT</p>
<p>Practice Inspection</p>	<p>From relevant PCT www.somersetpct.nhs.uk/ www.devonpct.nhs.uk/ www.cornwallandislesofscilly.nhs.uk/</p>	<p>Request From PCT</p>

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum	Team meetings, practice meetings, staff meetings. All minutes kept in Tiverton Office, or in each practice.	£50.00
Records of decisions made in the practice/firm affecting the provision of NHS services	See above	£50.00
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard Copies kept in a policy and protocol File at the practice. Reviewed and updated regularly	£50.00
Policies and procedures about customer service	Hard copy in policy folder	£50.00
Equality and diversity policy	Hard copy in policy folder	£50.00
Health and safety policy	Hard copy in policy folder	£50.00
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy in policy folder and available at reception at all practices	£50.00
Records management policies (records retention, destruction and archive)	Hard copy in policy	£50.00
Confidentiality and data protection policies	Hard copy in policy folder	£50.00
Policies and procedures for handling requests for information	Hard Copy in policy folder	£50.00
Class 6 – Lists and Registers Currently maintained lists and registers only	GDC registers available online	nil

Any publicly available register or list	GDC website	nil
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Practice Website www.dentalcentres.co.uk	nil
	Practice information leaflets available at reception	nil
The services provided under contract to the NHS	Relevant PCT website www.somersetpct.nhs.uk/ www.devonpct.nhs.uk/ www.cornwallandislesofscilly.nhs.uk/	Request from PCT
Charges for services	Practice Website. www.dentalcentres.co.uk www.nhs.uk	nil
	Notice boards and in practice patients file at the practice.	
Information leaflets	Practice reception.	nil