

Information available from [Clifton Dental Care Ltd](#) providing dental services under contract to the NHS under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the dental services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Via our website</p>	<p>n/a</p>
<p>Who's who in the practice</p>	<p>Via our website</p>	<p>n/a</p>
<p>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</p>	<p>Via our website</p>	<p>n/a</p>
<p>Opening hours</p>	<p>Via our website</p>	<p>n/a</p>

<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><u>Hard copy</u></p>	
<p>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.</p> <p><u>Information on NHS contract and funding agreement is available from Dr. C. Pryde the Principle and Practice Owner</u></p>	<p><u>Hard copy</u></p>	<p><u>Reasonable copy charges will be charged</u></p>
<p>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)</p> <p><u>As above, practice costs for providing services relating to the provision of both NHS and Private care are apportioned accordingly.</u></p>	<p><u>Hard copy</u></p>	<p><u>Reasonable copy charges will be charged</u></p>

<p>Audit of NHS income, if held</p> <p><u>The practice is not subject to formal audit of NHS income and no information is held</u></p>	<p><u>n/a</u></p>	<p><u>n/a</u></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><u>Hard copy</u></p>	
<p>Plans for the development and provision of NHS services</p> <p><u>Information is available in the practice information leaflet from reception as well as on the practice website (www.cliftondental.co.uk)</u></p>	<p><u>Hard copy</u></p>	<p><u>No charge</u></p>
<p>Performance data including performance against targets</p> <p><u>Information is available from Dr. C. Pryde Principle and Practice Owner.</u></p>	<p><u>Hard copy</u></p>	<p><u>Reasonable copying charges will be charged.</u></p>
<p>Practice inspection. Inspection reports by regulators (for England: the Care Quality Commission (CQC); Wales: Healthcare Inspectorate Wales; or Northern Ireland: the Regulation and Quality Improvement Authority (RQIA))</p>		

<p>The practice has its first inspection scheduled for 23rd October 2017 and the findings of the HIW will be made available thereafter from both their website (www.hiw.org.uk) as well as the practice website.</p>	<p><u>Hard copy and via our website.</u></p>	<p><u>n/a</u></p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p> <p><u>As a small business we do not normally hold formal records of management decisions.</u></p>	<p><u>n/a</u></p>	<p><u>n/a</u></p>
<p>Records of decisions made in the practice/firm affecting the provision of NHS services.</p> <p><u>Any changes in provision of NHS services will be noted on our website and displayed on the various noticeboards within the practice.</u></p>	<p><u>Hard copy within the practice and via our website</u></p>	<p><u>n/a</u></p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p><u>A full index of all policies and procedures held by the practice is available from the practice manager together with copies of the same</u></p>	<p><u>Hard copy</u></p>	<p><u>Reasonable photocopying charges will be charged</u></p>
<p>Policies and procedures about customer service</p>	<p><u>Hard copy and via website</u></p>	

Policies and procedures about employment of staff	Hard copy	
Equality and diversity policy	Hard copy	
Health and safety policy	Hard copy	
Infection control policy	Hard copy	
Radiation protection checklist	Hard copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and Via website	
Records management policies (records retention, destruction and archive)	Not available	
Confidentiality and data protection policies	Hard copy	
Policies and procedures for handling requests for information	Hard copy	
Practice information leaflet	Hard copy	n/a
Class 6 – Lists and Registers Currently maintained lists and registers only	None held	n/a

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only	Website and hard copy	n/a
The services provided under contract to the NHS On the practice website as well as on noticeboards within the practice	Hardcopy and via the practice website	n/a
Charges for any of these services Available both on the practice website as well as displayed in the practice	Hard copy as well as via the practice website	n/a
Information leaflets Available in the practice	Hard copy	n/a
Out of hours arrangements Displayed externally at the practice; on the noticeboard in reception; in the practice leaflet; on the practice website as well as recorded message on the practice telephone.	Hard copy as well as on the practice website	n/a

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Dated: March 2017
Next Review: March 2018