



Information available from The Walton Practice 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 (eg hard copy, website)	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website	No charge
Who's who in the practice	Team member information is available on the practice website at www.thewaltonpractice.com And via our social media accounts and in our practice leaflet which is available from reception or via email on request	No charge
Contact details for the practice	Contact details are available on the practice website at www.thewaltonpractice.com And in our practice leaflet which is available from reception or via email on request	No charge
Opening hours	Our current opening hours are available on the practice website at www.thewaltonpractice.com And in our practice leaflet which is available from reception or via email on request	No charge
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) Current and previous financial year as a minimum		

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
Details on NHS funding received by the practice and the cost of operating the NHS contract.	The value of our PDS contract with the NHS and targets are available from Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
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>The practice provides both NHS and private treatment to patients. Practice costs for providing services relate to the provision of both NHS and private care. We have, therefore, apportioned our expenditure to reflect NHS revenue.</p> <p>The total annual expenditure for the provision of our contracted services is available for:</p> <ul style="list-style-type: none"> • Staff and personnel costs • Premises and equipment costs • Utilities cost, materials and supplies <p>The information is available from Dr Catherine Turner.</p>	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
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	This information is available in our practice leaflet which is available from reception or via email on request	No charge

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
Performance data including performance against targets	Information regarding targets and our performance against them is available from Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Practice inspection. Inspection reports by regulators CQC	Our latest CQC inspection report is available on the CQC website at: https://www.cqc.org.uk/location/1-7343786638	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 business, we do not normally maintain formal records of management decisions. However, any changes in the provision of NHS services are incorporated into the practice information leaflet. Our current practice information leaflet is available from the practice reception.	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. Here we have listed the policies we would expect practices to have. Any additional policies should also be listed. Mark “not held” against any policies that are not actually held.		

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
Policies and procedures about customer service	Our Commitment to our Patients policy is available from the Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Policies and procedures about employment of staff	Information available from Catherine Turner includes, but is not limited to: <ul style="list-style-type: none"> Recruitment policy Induction programme Disciplinary procedure and Grievance policy 	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Equality and diversity policy	Our Equality and diversity policy is available from the Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Health and safety policy	Our Health and safety policy is available from the Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Infection control policy	Our Infection control policy is available from the Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Radiation protection checklist	Information from our Radiation protection folder (supplied by DentRPA) is available from Catherine Turner.	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
Complaints procedures (including those covering requests for information and operating the publication scheme)	Our complaints handling policy and procedure is displayed on the practice website. Copies are available from reception.	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Records management policies (records retention, destruction and archive)	Our Records Management and Data Quality policy is available from the Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Confidentiality and data protection policies	Our Confidentiality and data security policies are available from Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Policies and procedures for handling requests for information	Requests for information are covered in our Data protection privacy notice for patients, which is available from Catherine Turner	Reasonable copying costs will be charged. If copies are supplied electronically e.g. on CD or USB stick, costs will be charged to cover the expenses of these. Where information can be securely emailed this will be free of charge
Practice information leaflet	Available at reception, on our website at www.thewaltonpractice.com or from Catherine Turner	No Charge
Class 6 – Lists and Registers Currently maintained lists and registers only We recognise that it is unlikely that dentists are going to have registers available for public inspection and while this remains the case “none held” can be entered in this section.		

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Any publicly available register or list (if any are held 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 our practice leaflet which is available from reception or via email on request	No Charge
Charges for any of these services	Information regarding NHS charges is available from reception	No Charge
Information leaflets	<p>We have a range of information documents, free of charge and available at reception, including, but not limited to:</p> <ul style="list-style-type: none"> • Patient consent and information leaflet on gum disease • Patient consent and information leaflet on crowns • Take home instructions for after extractions 	No Charge
Out of hours arrangements	<p>Information about out-of-hours emergency care is available in the practice information leaflet, which is available from the practice reception or via email on request. Information is also included on our website www.thewaltonpractice.com and via our 'Closed' answer phone message</p>	No Charge