

Freedom of Information Publication Scheme
Manor Practice
Information available from the Practice
Tel: 0208 647 1818

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	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	Hard Copy Email (manorpractice@nhs.net) Practice website www.manorpractice.org.uk NHS Choices website http://www.nhs.uk	No Cost
Doctors in the practice		
Contact details for the practice		
Opening Hours		
Out of Hours Arrangements		
Other staffing details		
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)		Not available

Total cost to the PCT of our contracted services		Not available
Audit of NHS income		Not available
Class 3 – What our priorities are and how we are doing (Current and previous year as a minimum) Plans for the development and provision of NHS services	Practice Development Plan available on request at practice	£5.00 per request
Class 4 – How we make decisions (Decision making processes and records of decisions) Regular Meetings with GP Partners & practice Manager Regular Clinical Meetings Regular Staff Meetings and sharing of information	Available upon request at Practice	£5.00 per request
Class 5 – Our policies and procedures	All policies are available on request at Practice	£5.00 Per

		request
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures about the employment of staff	Yes	"
Internal instructions to staff and policies relating to the delivery of services	Yes	"
Equality and Diversity Policy	Yes	"
Health & safety Policy	Yes	"
Complaints procedures (Including those covering requests for information and operating the publication scheme)	Yes	"
Records management policies (records retention,destruction and archive)	Yes	"
Policies and procedures for handling requests for information	Yes	"
Class 6 – Lists and Registers		
Currently maintained lists and registers	Not Applicable	
Any publicly available register or list	http://www.gpcontract.co.uk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		No cost
Current information only		
Information leaflets	Hard copy Email	No cost

	Practice website: www.manorpractice.org.uk Choices website: http://www.nhs.uk	
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