

BMA Scotland – Guide to information available through the model publication scheme for GP practices



[Carnoustie Medical Group](#)

Guide to information available through the Scottish Information Commissioner’s Model Publication Scheme

This guide was last updated on 24 July 2019

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Section 1: Introduction

The Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

Publish the classes of information they make routinely available
Tell the public how to access the information and what it might cost

Carnoustie Medical Group has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. The scheme will be reviewed from time to time and updated in line with guidance from the Scottish Information Commissioner.

You can see the model publication scheme on the Commissioner's website at www.itspublicknowledge.info/mps or by contacting us at the address provided below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published.

Section 2: About Carnoustie Medical Group

General information

Mrs Lynn McGowan
Group Business Manager
Carnoustie Medical Group
Parkview Primary Care Centre
Barry Road
CARNOUSTIE
DD7 7RB

Tel: 01241 859888

Fax: 01241 852080

8 GP Partners	1 Group Business Manager
2 Salaried GPs	1 Office Manager
GP Registrars	13 Administration Staff
3 Practice Nurses	Pharmacist Staff
2 Health Care Assistant	
11 District Nurses	
1 MacMillan Nurse	

Attached Staff include:

Podiatry	Psychiatry
Physiotherapy	Clinical Psychology
Dietician	Third Sector Organisations
Speech Therapy	

The practice opening hours are 06:45 – 18:00hrs.

Out of Hours: NHS24 cover from 18:00 – 08:00 hours Monday to Friday

00:00 – 00:00 Saturday, Sunday and Public Holidays

Concerns or complaints about the services we provide can be made directly to the practice Mrs Lynn McGowan, Group Business Manager or to the NHS Tayside Complaints Department, Ninewells Hospital, Dundee, DD1 9SY.

Constitution

This GP practice is constituted under the National Health Services (Scotland) Act 1978 and is contracted by NHS Tayside to provide primary medical services under General Medical Services Contracts) (Scotland) Regulations 2018.

How the practice is run

Decision making is made by the GP Partnership in conjunction with the Group Business Manager. The decision makers are:

Dr Elaine McNaughton, M.B.Ch.B. Dundee 1981, F.R.C.G.P.,
D.R.C.O.G.

Dr McNaughton has been a GP Partner in the practice for more than 30 years. She was previously Deputy Chair of the Royal College of General Practitioners Scotland and a member of UK and Scottish Councils. She has many years experience in GP education having been a Programme Director for GP Specialty Training and was GP Associate Adviser with NHS Education Scotland for 20 years. Dr McNaughton remains committed to the development of the practice and to patient safety and she strongly believes in the wider benefits to patient care that can be achieved by working effectively with the extended practice-based team. She values the importance of being an experienced generalist clinician.

Dr Lynda J. Morton, M.B.Ch.B. Aberdeen 1982

Dr Morton has a special interest in alternative medicine, child and women's health and family planning. Dr Morton is the clinical lead in the practice for mental health, dementia and depression.

Dr Laura H Roberts, M.B.Ch.B. Dundee 1998, M.R.C.G.P., D.F.F.P.

Dr Roberts is a GP Trainer and is actively involved in the teaching and training of GP learners at every stage. She has a special interest and expertise in child health. She has an interest in women's health and has qualifications in family planning services including coil and contraceptive implant insertion. Dr Roberts is also the practice lead for information technology, immunisations and diabetes.

Dr Stephen B Galbraith, M.B.Ch.B. Dundee 1991, M.R.C.G.P.,
D.R.C.O.G.

Dr Galbraith is a GP Trainer and is actively involved in teaching and training of GP learners at every level. Dr Galbraith is clinical lead in the practice for hypertension and chronic kidney disease. He has a special interest in sports medicine and joint injection.

Dr Lindsey Howe, M.B.Ch.B. Dundee 2003, M.R.C.G.P., D.R.C.O.G.

Dr Lindsey Howe has been a Partner in the Practice since 2007. Dr Howe is an Undergraduate Trainer for the Practice and teaches 4th and 5th year medical students. Dr Howe has a special interest and expertise in family planning and coil and contraceptive implant insertion. Outside of work, Lindsey is a keen skier and mother of two children.

Dr Taimur S Khan, M.B.B.S Karachi 2002, M.R.C.G.P.

Dr Khan has been associated with Carnoustie Medical Group since 2006, having joined as a trainee general practitioner and then as a longterm locum. We were delighted when he joined the practice in partnership on 1 January 2011.

Dr Amy Knighton, M.B.Ch.B. Dundee 2010, M.R.C.G.P., D.C.H., B.S.C (HONS) 2005

Dr Knighton first joined the practice in 2012 as a GP Registrar. She has come back, after a short period of time away, to work with us again. She has a special interest in palliative medicine and paediatric medicine, having recently finished her diploma in child health. Dr Knighton is also involved with the Royal College of General Practitioners (RCGP) as first five lead for East Scotland and chair of the RCGP Scotland AiT and First Five committee. In her spare time she helps with a local Brownie Unit, loves to sing and bake, and volunteers each summer with 'Over the wall', a charity which gives kids with serious illness access to free summer camps.

Dr Finlay Davies, M.B.Ch.B. ABERDEEN 1984, DAv.Med, D.C.H, Dip Obs, D.F.F.P., F.R.AeS

Dr Davies joined the practice in 2018. Dr Davies graduated from Aberdeen University in 1984, and has been a GP since 1991. After 13 years as a partner in General Practice he spent 12 years in the RAF so is experienced in military and aviation medicine. He regards himself as a true generalist, but with a specific interest in minor surgery.

Lynn McGowan, Group Business Manager, M.B.A., I.H.M and Local Coordinator (LC) for Scottish Practice Management Development Network (SPMDN)

Lynn joined the practice since 2014 as Group Business Manager. Lynn is responsible for the co-ordination and management of all non-clinical aspects of the practice including strategic direction. Areas included are Personnel and Training; Teambuilding; Systems Organisation; Finance; Health and Safety; Information Management, Computing and Audit.

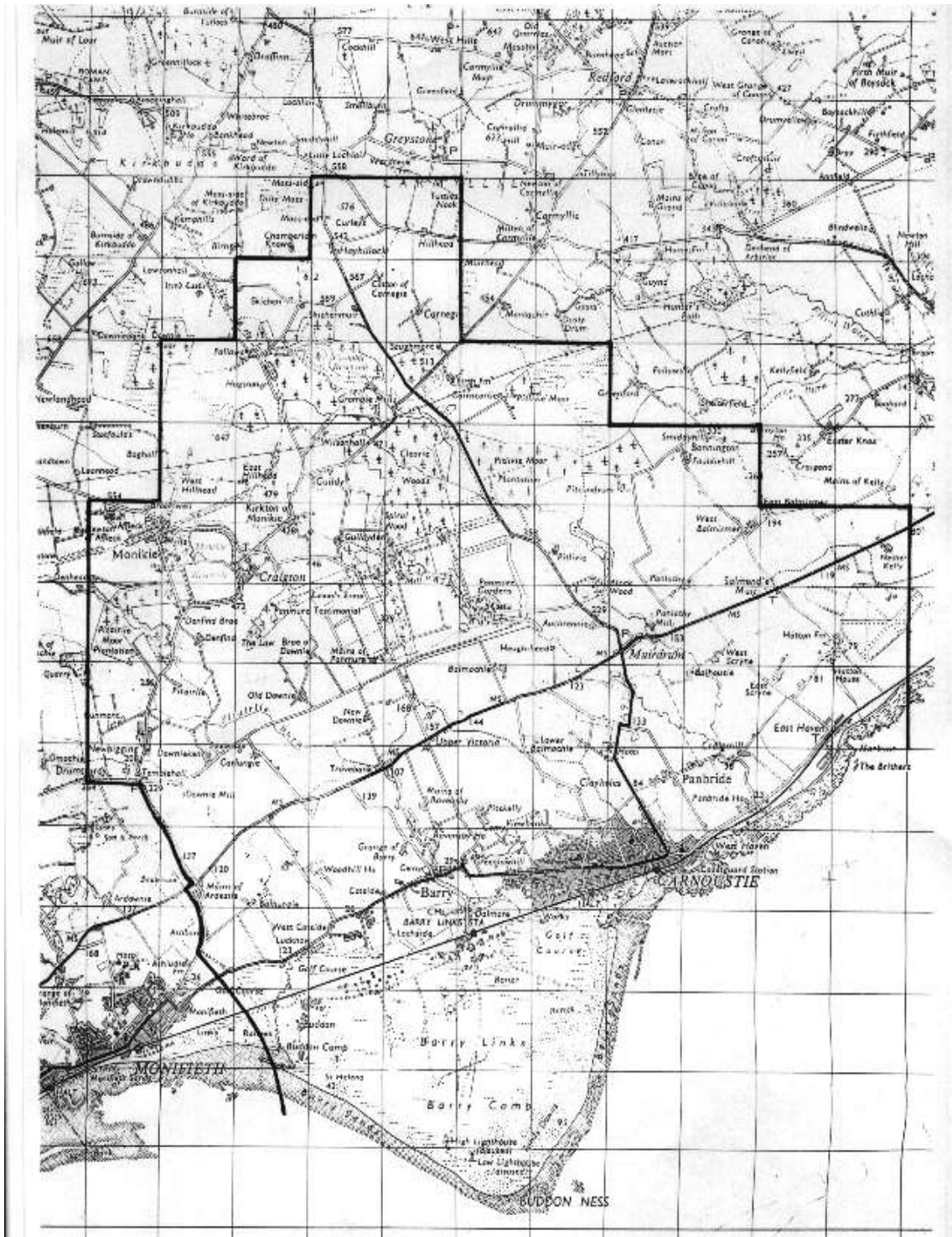
The practice has monthly business meetings and a variety of group staff meetings throughout the year.

Under our contract of services with NHS Tayside we are obligated to meet the requirements of this contract and must provide information to support this to the NHS board. The practice is audited by Practitioners Services Division under Payment Verification processes which assess that payments made to practices are correct. PSD is responsible for providing assurance to NHS boards that the payments made on their behalf to GP practices are accurate and valid. The work conducted under Payment Verification includes patient registration checks, documentary checks, trend analysis, and practice visits.

General practitioners have a duty of care to their patients and are registered with the General Medical Council and follow the standards and good medical practice guidelines laid down by the GMC, including the requirements set out under Duties of a Doctor in the GMC guidance, Good Medical Practice (<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice>).

Section 3: Our functions and services

NHS Boards contract with GP practices to provide primary care services to patients. Carnoustie Medical Group holds a General Medical Services contract with NHS Tayside. Under this contract we provide primary medical services to patients that reside within our practice area:



GP contractors (Drs McNaughton, Morton, Roberts, Galbraith, Howe, Khan, Knighton and Davies) hold the contract for services with the NHS board and are responsible for fulfilling the obligations of the contract. The General Medical Services <http://www.legislation.gov.uk/ssi/2018/66/contents/made> Regulations outline our responsibilities under our contract. The payment arrangements under our contract are contained in the GMS: Statement of Financial Entitlements (the current year's SFE can be found on the NHS Scotland website <http://www.publications.scot.nhs.uk> .

This practice aims to take account of Healthcare Improvement Scotland standards and guidance, Scottish Intercollegiate Guidelines Network (SIGN) guidelines relevant to general practice, and Scottish Government service strategies and frameworks.

Under our contract with NHS Tayside we provide a range of services to our patients, including:

Essential Services	Enhanced Services	Other Services
General Primary Medical services	Minor Surgery services	Baby clinic
Child Health Surveillance	Influenza & Pneumococcal immunisation service	Clinical Psychologist Service
Child Health Immunisation service	Palliative Care enhanced service	Counselling Service
Contraceptive services	Osteoporosis enhanced service	Speech Therapy
Maternity medical services	Extended hours service	Dietetic
Cervical Cytology	Near Patient Testing	Baby Clinic
Chronic Disease Management service	IUD/IUCD service	Psychiatric
New Patient Medical Service	Subdermal contraceptive implants	Cervical Cytology
		Physiotherapy
		Podiatry
		District Nursing
		Parent Craft
		Health Promotion clinics
		Travel and Childhood Immunisations
		Chronic Disease Management clinics
		Warfarin monitoring

It is important to note that this range of services may be subject to change and may not always be available. Please be aware that some services may involve information sharing with other agencies (e.g. child protection conferences). We observe data protection precautions and do not share information with other agencies except where it is necessary for proper patient care.

Under our contract with NHS Tayside we regularly meet with other local practices and share anonymised data within this cluster in order to improve the quality of our service, and to contribute to the oversight and development of the local healthcare system.

Carnoustie Medical Group is a training practice.

Dr Khan is fluent in Urdu, Punjabi and English. He is also very competent in Arabic. The Practice can use the services of the Language Line Services through NHS Tayside who provide Interpretation, Translation and Communication Services. They can provide translators in a wide variety of languages, and will also assist with patients who require communication aids. The receptionist can arrange this for patients.

Section 4: How we take decisions and what we have decided

The Practice has monthly business meetings. Clinical meetings take place with the Senior Nurse, Practice Nurses, District Nurses, Pharmacists and MacMillan Nurse on a regular basis. The GP Partners and Business Manager undertake decision making within the Practice. The Management Team comprises of Drs, McNaughton, Morton, Roberts, Galbraith, Howe, Khan, Knighton, Davies and Mrs Lynn McGowan.

Carnoustie Medical Group has an active and involved Patient Representative Group (PRG) and decisions that are made regarding the patients are made in conjunction and with the assistance of this group.

Please see *Section 14 – Classes of information* for further details.

Section 5: What we spend and how we spend it

Carnoustie Medical Group receives funding from NHS sources to provide NHS services to patients. We do not charge patients for NHS services. Details of our NHS funding can be requested from the practice, please see *Section 14 – Classes of information* for further details.

Section 6: Accessing information under this scheme

Information available under our guide to information will normally be available through the routes described below. *Section 14 – Classes of Information* provides more details on the information available under the scheme, along with additional guidance on how the information falling with each “class” may be accessed.

Online

Most information listed in our guide to information is available to download from our practice website <http://www.carnoustiemedicalgroup.co.uk> If you have any difficulty accessing information online please contact us by an alternative route.

By email

You can request the information you seek by email at carnoustie.tayside@nhs.net wherever possible. When requesting information from us, please provide a telephone number so we can telephone you to clarify details, if necessary.

By phone

Information can also be requested from us over the telephone. Please call 01241 859888 to request information available under this scheme.

By post

All information under the guide will normally be available in paper copy form, but please consider the impact on the environment. Please address your request to:

Mrs Lynn McGowan
Group Business Manager
Carnoustie Medical Group
Parkview Primary Care Centre
Barry Road
CARNOUSTIE
DD7 7RB

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee payable (see *Section 8: Our charging policy* for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Advice and assistance

If you have any difficulty identifying the information you want to access, then please contact the practice by one of the methods listed above.

Section 7: Information that we may withhold

All information covered by our guide to information can either be accessed through our website, or will be processed promptly and provided as soon as possible following our receipt of your request.

Our aim in maintaining this guide is to be as open as possible. You should note, however, that there may be circumstances where information will be withheld from one of the classes of information listed in *Section 14 – Classes of Information*. Information will only be withheld where permitted by The Freedom of Information (Scotland) Act 2002 (FOISA).

Information may be withheld, for example, where its disclosure would breach the law of confidentiality or harm an organisation's commercial interests. Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation.

Information would not be disclosed in the following examples:

- Requests for information that is contained in patient medical records. However, you do have the right to request your own medical records, see *Section 13 - How to access information which is not available under this scheme*.
- Requests for information relating to private income of practice partners or practice staff
- Requests for financial information that would likely prejudice substantially the commercial interests of any person

Additionally, section 25 of FOISA provides an absolute exemption which allows our practice to refuse to deal with a request where the requested information is already reasonably obtainable elsewhere, even where a fee may be charged. Information provided in the publication scheme is considered reasonably obtainable.

Whenever information is withheld we will inform you of this, and will set out why it was not appropriate for that information to be disclosed. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to *Section 12 – Complaints*.

Section 8: Our charging policy

Unless otherwise stated in Section 14 – *Classes of Information*, all information contained within our guide is available from us free of charge where it can be downloaded from our website: <http://www.carnoustiemedicalgroup.co.uk/about.htm> or can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the practice, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 paper (black and white copy) and 30p per A4 paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:

We will pass on postage charges to the requester at the cost to the practice of sending the information by first class post.

Section 9: Our copyright policy

Carnoustie Medical Group holds the copyright for the vast majority of information in this guide to information. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The guide may, however, contain information where the copyright holder is not Carnoustie Medical Group. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within *Section 14 – Classes of Information*.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk . We can provide you with a copy of this information if you do not have internet access.

Section 10: Our records management and disposal policy

All information at Carnoustie Medical Group is held, retained and destroyed in accordance with *Scottish Government – Records Management: NHS Code of Practice (Scotland)*. Confidentiality of patient information is maintained in accordance with the *NHS (Scotland) Act 1978 Directions on the Confidentiality and Disclosure of Information: General Medical Services, Primary Medical Services Section 17C Agreements and Health Boards Primary Medical Services Contracts*. These documents are available on the NHS Scotland website (<http://www.publications.scot.nhs.uk>).

Section 11: Feedback

Carnoustie Medical Group is required to review our guide to information from time to time. As a result, we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this guide to information, then please contact us. You may, for example wish to tell us about:

- other information that you would like to see included in the guide
- whether you found the guide easy to use
- whether you found the guide to information useful
- whether our staff were helpful
- other ways in which our guide to information can be improved

Please send any comments or suggestions to:

Mrs Lynn McGowan
Group Business Manager
Carnoustie Medical Group
Parkview Primary Care Centre
Barry Road
CARNOUSTIE
DD7 7RB

Tel: 01241 859888 Fax: 01241 852080
Email: carnoustie.tayside@nhs.net

Section 12: Complaints

Our aim is to make our guide to information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the guide, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Mrs Lynn McGowan
Group Business Manager
Carnoustie Medical Group
Parkview Primary Care Centre
Barry Road
CARNOUSTIE
DD7 7RB

Tel: 01241 859888 Fax: 01241 852080
Email: carnoustie.tayside@nhs.net

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this guide and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three-step process, and operates an enquiry service from Monday to Friday, 9:00am to 5:00pm. The Commissioner's office can be contacted as follows:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone 01334 464610
Email enquiries@itspublicknowledge.info
Website www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.

Section 13: How to access information which is not available under this scheme

If the information you are seeking is not available under this guide to information, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 2018 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to:

Mrs Lynn McGowan
Group Business Manager
Carnoustie Medical Group
Parkview Primary Care Centre
Barry Road
CARNOUSTIE
DD7 7RB

Tel: 01241 859888 Fax: 01241 852080
Email: carnoustie.tayside@nhs.net

The Data Protection Act is regulated by the Information Commissioner's Office (ICO), which is separate to the Scottish Information Commissioner. The Information Commissioner's Office can be contacted as follows:

Information Commissioner's Office (Scotland)
45 Melville Street
Edinburgh
EH3 7HL

Telephone 0303 123 1115
Email scotland@ico.org.uk
Website www.ico.org.uk

Charges for information which is not available under the guide

The charges for information which is available under this guide are set out under Section 8 – Our Charging Policy. Fees for information that is not available under this guide are outlined in The Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. If you submit a request to us for information which is not available under the Model Publication Scheme the charges will be based on the following calculations:

General information requests

- There will be no charge for information requests which cost us £100 or less to process.

- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fee notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data

While you cannot request personal data under the FOISA you are entitled to request your own personal data under the DPA. Under the DPA you can request your personal information from Carnoustie Medical Group.

Section 14 – Classes of information

The Freedom of Information (Scotland) Act, 2002 requires a publication scheme to specify the classes of information the Public Authority already publishes or intends to publish. Our intention is to publish as much information as possible through our guide to information, where there is known to be public interest. However, exemptions under the Freedom of Information (Scotland) Act, 2002 may allow us to withhold some information, as indicated in Section 7: Information that we may withhold.

We publish information that we hold within the following classes:

- Class 1: About Carnoustie Medical Group
- Class 2: How we deliver our function and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our commercial publications
- Class 9: Our open data

Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Class 1: About Carnoustie Medical Group	
Class description: Information about Carnoustie Medical Group, who we are, where to find us, how to contact us, how we are managed and our external relations.	
The information we publish under this class	How to access it
Practice name, address and contact details	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.
Organisational structure, roles and responsibilities of partners	Information contained in section 2 of this document and our practice leaflet. This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.

Practice opening hours	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Contact details for patients and complaints functions	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm</p>
Publication scheme and guide to information	<p>This information is available by email and post. The Model Publication Scheme is available on the Information Commissioner’s website¹ it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Charging schedule for published information	<p>Information contained in section 8 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Contact details and advice about how to request information	<p>Information contained in section 6 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Charging schedule for environmental information	<p>Information contained in section 13 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Legal/contractual framework for the authority	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice</p>

¹ <http://www.itspublicknowledge.info/MPS>

<p>Description of practice governance/decision making structures</p>	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
<p>Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services</p>	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
<p>Governance policies</p>	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
<p>Strategic planning processes</p>	<p>Information contained in section 4 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
<p>Accountability relationships, including reports to regulators</p>	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
<p>Class 2: How we deliver our functions and services</p>	
<p>Class description: Information about our work, our strategy and policies for delivering functions and services and information for our services users.</p>	
<p>The information we publish under this class</p>	<p>How to access it</p>
<p>Description of practice functions, including statutory basis for them</p>	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website</p>

	<p>http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Strategies, policies and internal staff procedure for performing statutory functions	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
How to report a concern to the practice	<p>Information contained in section 2 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Reports of the practice's exercise of its functions	<p>The practice does not hold this information.</p>
List of services, including statutory basis for them	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Service policies and internal staff policies	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Service schedules and delivery plans	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Information for patients, including how to access services	<p>Information contained in sections 2 and 3 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.</p>
Service fees and charges	<p>Information contained in sections 5 of this document and our practice leaflet.</p> <p>This information is available by email and post it is also available on our practice website</p>

	http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.
Class 3: How the practice takes decisions and what it has decided	
Class description: Information about the decisions we take, how we make decisions and how we involve others	
The information we publish under this class	How to access it
Decisions taken by the practice: agendas, reports, papers, and minutes of meetings (that do not contain confidential patient information)	Minutes of meetings, that are not deemed to contain confidential patient information will be available on request Information contained in section 4 of this document.
Public consultation and engagement strategies	Information contained in sections 4 of this document and our practice leaflet. This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	We do not hold this information.
Class 4: What the practice spends and how it spends it	
Class description: Information about our strategy, and management of, financial resources (in sufficient detail to explain how we spend public money and what has actually been spent.	
The information we publish under this class	How to access it
Details on NHS funding received by the practice and the cost of operating our NHS contract	This information will be available on request. The Model Publication Scheme does not require individual salaries or income to be proactively published. NHS Funding for the period April 2018 to March 2019 totalled £1,491,694.11 We make no charge for NHS services. This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.

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Purchaser equipment and supplies	This information is available it can be provided by email and post.
Purchasing plans and capital funding	We do not hold this information
Expenses policies and procedures	This information will be available on request.
Staff pay and grading structure	We do not operate a pay/grading structure for our staff.
Class 5: How the practice manages its human, physical and information resources	
Class description: Information about how we manage the human, physical and information resources of the authority	
The information we publish under this class	How to access it
Strategy and management of human resources	This information is available by email and post. It is also available from our GP practice.
Staffing structure	Information contained in section 2 of this document. This information is available by email and post it is also available on our practice website http://www.carnoustiemedicalgroup.co.uk/about.htm It is also available from our GP practice.
Human resources policies, procedures and guidelines (recruitment, performance, management, promotion, pensions, discipline, grievance, staff development)	This information is available by email and post. It is also available from our GP practice.
Management of the practice premises	This information is available by email and post. It is also available from our GP practice.
Premises maintenance arrangements	This information is available by email and post. It is also available from our GP practice.
Records management policy	Information contained in sections 10 of this document. This information is available by email and post. It is also available from our GP practice..
Information governance	Information contained in section 10 of this document. This information is available by email and post. It is also available from our GP practice.
Class 6: How the practice procures goods and services from external providers	
Class description: Information about how we procure goods and services, and our contacts with external providers	
The information we publish under this class	How to access it

Procurement policies and procedures	We do not hold this information.
Invitations to tender	We do not hold this information.
Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	We do not hold this information.
Additional information which is required to be published by applicable procurement legislation and statutory guidance (eg the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) Regulations 2015	We do not hold this information.
Links to procurement information published by the practice on the Public Contracts Scotland website	We do not have any published information on this website.
Class 7: How our practice is performing	
Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services	
The information we publish under this class	How to access it
External reports, reports for NHS boards, annual reports, and performance statements	This information is available by email and post. It is also available from our GP practice.
Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	We do not hold this information.
Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	We do not hold this information.
Class 8: Our commercial publications	
Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet (e.g. research journal)	
The information we publish under this class	How to access it
List and details of any	We do not hold this information.

commercial publications	
Class 9: Our open data	
Class description: Open data we make available as described by the Scottish Government’s Open Data Strategy and Resource Pack , available under an open license.	
The information we publish under this class	How to access it
Our open data publication plan	<p>Note for practices when completing this section</p> <p>Information on developing an open data publication plan can be found on pages 24 and 25 of the Open Strategy Resource Pack.</p> <p>We do not hold this information.</p>
Open data sets and their metadata	We do not hold this information.