



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

Guide to Information provided by GPs 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. Doctors providing medical services under most contracts with the NHS in England, Wales and Northern Ireland are public authorities in respect of information relating to those services.

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.

The scheme requires three documents to be considered:

- the model scheme itself;
- our guidance on adopting and operating the scheme; and,
- a guide provided by the public authority indicating what information will be provided, how it will be provided and whether any charge will be made for its provision.

To assist medical practitioners who are public authorities we have produced the outline of a guide for their use. They should consider expanding elements of it to provide greater explanation and additional information where this can be done. For example if there are specific plans for the provision of NHS services these could be detailed. It is not necessary to submit the guide completed by the practice for approval.


We recognize that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “None Held” can be entered in this section. Under policies and procedures we have listed the policies we would expect practices to have. Again if this is not the case, “Not held” can entered in the relevant part. Any additional policies should also be listed.


Fees should be requested only where this is done in accordance our guidance.

Information available from Poplar Grove Practice (*providing medical services under contract to the NHS*) under the Freedom of Information Act model publication scheme

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 (e.g. hard copy, website)	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Poplar Grove Practice is a modern purpose-built training facility especially designed for general practice. Our purpose is to develop and maintain a happy, academic, wide ranging and profitable general practice, providing personal health service of high quality which is responsive to patients' needs and which reflects whenever possible the latest clinical, social, organisational and economic advances relevant to primary health care. We are committed to the principle of continuing education, training and development for both partners and staff and to the principle of critically evaluating what we do as individuals and as a practice.</p> <p>Our commitment to you, our patients, is to provide you with the highest possible standard of medical care with an efficiently run and friendly service. You will be treated as an individual with dignity, courtesy and respect at all times, irrespective of your ethnic origin, religious belief, sex or sexuality, or the nature of your health problems. We expect to be treated in the same way.</p> <p>Poplar Grove Practice is part of the NHS Buckinghamshire Primary Care Trust who along with other practices within the same Trust, commissions health care on your behalf. From April 2011, we reverted back from a Personal Medical Service (PMS)</p>	<p>Can be accessed via web site at www.poplar-grove.co.uk</p> <p>Hard copy can also be obtained from reception.</p>	<p>Nil</p>

<p>contract to a General Medical Service (GMS) contract. This practice aims to follow National Institute for Clinical Excellence and National Service Framework Guidelines.</p>		
<p>Doctors in the practice Dr Martin Wakeford – Senior Partner Dr Juliet Sutton - Partner Dr Karen Johnson - Partner Dr Christopher Trower - Partner Dr Claire Bonner - Partner Dr Elizabeth Muir - Partner Dr Sunil Pillai - Partner Dr Kavitha Mallya - Partner Dr Nilesh Champaneri - Partner Dr Kalpa Ramadas – Registrar Dr Tayyibah Munir - Registrar Dr Jo Dent - Registrar</p>		
<p>Contact details for the practice (named contacts where possible with telephone number and email address (if used)) Poplar Grove Practice Meadow Way Aylesbury HP20 1XB</p> <p>Tel – 0844 477 8641 Fax – 0844 477 8769 E-mail – poplar.grove@nhs.net</p> <p>Map</p> <p> Aylesbury Map.pdf</p>		

Opening hours Monday – Thursday – 07:30 – 19:00 Friday – 07:30 – 18:30		
Other staffing details Practice Manager – Gareth Collings		
Catchment Area To see our catchment area, please access the following document.  Catchment area - A4.pdf		
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 Year ended 30 Sep 11 - £1,657,942 Year ended 30 Sep 10 - £1,597,531		Nil
Total cost to the PCT/LHB/HSSB of our contracted services.	Not Held	
Audit of NHS income	Not 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		Nil
Plans for the development and provision of NHS services		
Practice Redevelopment The purpose of this development at the Poplar Grove Practice in Aylesbury is to	Copy of the business case can be found on our web site at	

accommodate the merger and joint occupation of the enlarged practice with the nearby Broughton House Surgery. As well as providing the existing practice populations with the quality primary care facilities they need now, the project represents a cornerstone in the strategic development of services in Aylesbury due to the rising population numbers that will require all practices to provide more facilities over time, as part of a rolling programme.	www.poplar-grove.co.uk	
Class 4 – How we make decisions (Decision making processes and records of decisions)		Nil
Current and previous year as a minimum		
Items for discussion are taken at clinical and Primary Health care Team meetings. These discussions are noted.		
Records of decisions made in the practice affecting the provision of NHS services	Hard copies available on request from reception	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		Nil
Current information only (mark “not held” against any policies not actually held)		
Policies and procedures about the employment of staff	Hard copies available on request from reception	
Internal instructions to staff and policies relating to the delivery of services	Hard copies available on request from reception	
Equality and diversity policy	Hard copies available on request from reception	
Health and safety policy	Hard copies available on request from reception	
Complaints procedures (including those covering requests for information and	Can be accessed via web site	

operating the publication scheme)	at www.poplar-grove.co.uk Hard copy can also be obtained from reception.	
Records management policies (records retention, destruction and archive)	Hard copies available on request from reception	
Data protection policies	Can be accessed via web site at www.poplar-grove.co.uk Hard copy can also be obtained from reception.	
Policies and procedures for handling requests for information	Can be accessed via web site at www.poplar-grove.co.uk Hard copy can also be obtained from reception.	
Patients' charter	Can be accessed via web site at www.poplar-grove.co.uk Hard copy can also be obtained from reception.	
Class 6 – Lists and Registers		Nil
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not Held	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters)	Can be accessed via web site at www.poplar-grove.co.uk	Nil

produced for the public)	Practice Leaflet	
Current information only	Hard copy can also be obtained from reception.	
The services provided under contract to the NHS	See Above	
Charges for any of these services	See Above	
Information leaflets	See Above	
Out of hours arrangements	See Above	