

## Organisation publication scheme

Information available from this organisation that provides services under contract to the NHS under the FOI Act model publication scheme.

Class 1 – Who we are and what we do		
Information to be published	How the information can be obtained	Cost
Organisational information, structures, locations and contacts	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a> NHS website <a href="#">NHS website for England - NHS</a>	Free
Doctors in the organisation	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free
Contact details for the organisation	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a> Email : <a href="mailto:bobicb-bw.communication.brookside@nhs.net">bobicb-bw.communication.brookside@nhs.net</a> Phone: 01189669333	Free
Opening hours	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free
Other staffing details	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free
Meeting information – specifically with pharmaceutical companies and other medical suppliers	None	

**Class 2 – What we spend and how we spend it**

Information to be published	How the information can be obtained	Cost
<p>Details on NHS funding received by the organisation. It is expected that practices will consider publishing as much information as is practically possible, including as much detail as possible</p>	<p>The practice receives funding from NHS England and the local Integrated Care Board (ICB) to deliver primary care services. This includes:</p> <p>Global Sum Allocation, Quality and Outcomes Framework (QOF) Enhanced Services, Other NHS income e.g. training grants, premises reimbursement</p> <p>This information is available on request.</p>	<p>Free</p>
<p>Audit of NHS income</p>	<p>An internal audit of NHS income is conducted annually to ensure compliance with NHS contractual obligations. The most recent audit (2024-25) confirmed that all income was received and accounted for appropriately.</p> <p>Audit summary available upon request.</p>	<p>Free</p>
<p>Details of expenditure items over £10,000 – published at least annually but at a quarterly or six monthly interval where practical</p>	<p>Details of minor improvement grants for buildings upgrade available from BOB ICB. Other items not available due to confidentiality and commercial sensitivity.</p>	<p>Free</p>
<p>List and value of contracts awarded by the organisation. It would only be expected that the organisation publishes details of contracts that are of sufficient size to have gone through a formal tendering process.</p>	<p>No contracts which have been significant enough to go through formal tendering process.</p>	
<p>Pay policy</p>	<p>Our pay policy is aligned with NHS guidance and local employment practices:</p>	

	<p>Administrative and clinical staff are paid in accordance with internally decided payscales.</p> <p>GP Partners are self-employed and remunerated based on practice profits.</p> <p>Locum and sessional GPs are paid at locally agreed rates.</p> <p>We are committed to equal pay.</p>	
Staff allowances and expenses that can be incurred or claimed, with totals paid to senior staff members ('senior staff' are defined as partners or equivalent level) with references to categories	Not available due to confidentiality and commercial sensitivity.	
Declaration of GPs' NHS/HSC income. The information made available as part of GPs' contractual obligation to publish their net income relating to NHS/HSC contracts, once this obligation is in force.	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Plans for the development and provision of NHS services	<p>Aligned to the ICB's priorities based on population needs- <a href="#">20240521-bob-icb-board-item-11-bob-icb-primary-care-strategy.pdf</a></p> <p>Measured performance via QOF and other internal audit <a href="http://gpcontract.co.uk">http://gpcontract.co.uk</a></p>	Free

Performance data, including performance against targets	Available from NHS digital <a href="https://digital.nhs.uk/data-and-information/data-tools-and-services/data-services/general-practice-data-hub">https://digital.nhs.uk/data-and-information/data-tools-and-services/data-services/general-practice-data-hub</a>	Free
Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators	CQC report <a href="#">Brookside Group Practice - Care Quality Commission</a>	Free
<b>Class 4 – How we make decisions</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Decision-making processes and records of decisions  Current and previous year as a minimum	Decision-making processes and records of decisions Team-based structure with regular meetings of Partners, Managers, specific clinical teams, specific non clinical teams, all with manager representation. All minuted with actions and dates, including records of decisions affecting the provision of NHS services.	Not available due to confidentiality and commercial sensitivity.
Records of decisions made in the organisation affecting the provision of NHS services	As above	Not available due to confidentiality and commercial sensitivity.
<b>Class 5 – Our policies and procedures</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Policies and procedures about customer service	Specific policies can be requested in hard copy from the practice.	Free
Internal instructions to staff and policies relating to the delivery of services	Specific policies can be requested in hard copy from the practice.	Free

Policies and procedures about the recruitment and employment of staff	Recruitment procedures, contracts of employment, induction programme- can be requested in hard copy from the practice	Free
Equality and diversity policy	Can be requested in hard copy from the practice	Free
Health and safety policy	Can be requested in hard copy from the practice	Free
Complaints procedures	<a href="#">Feedback and complaints – Brookside Group Practice</a>	Free
Records management policies (records retention, destruction and archive)	Can be requested in hard copy from the practice	Free
Data protection policies	Can be requested in hard copy from the practice	Free
Policies and procedures for handling information requests	Can be requested in hard copy from the practice	Free
<b>Class 6 – Lists and registers</b>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
	None held	

Class 7 – The services we offer		
Information to be published	How the information can be obtained	Cost
Information about the services offered including any public leaflets, guidance and newsletters produced	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free
The services provided under contract to the NHS	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free
Charges for any of these services	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free
Information leaflets	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free
Out-of-hours arrangements	Practice website <a href="#">Brookside Group Practice – Partners in Healthcare</a>	Free