



dentalhealthcentres

Information available from Langman & Associates under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the personal dental services we provide under the National Health Service Act 2006.

| Information to be published | How the information can be obtained | Cost |
|---|--|------------------|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> | <p>Practice Leaflet Website – www.langmansdental.co.uk</p> | <p>No charge</p> |
| <p>Who's who in the practice</p> | <p>Dentists providing NHS services are listed our patient information leaflet, which can be obtained from reception or on our website @ www.langmansdental.co.uk</p> | <p>No charge</p> |
| <p>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</p> | <p>These details are available in our patient information leaflet, which can be obtained from reception or on our website @ www.langmansdental.co.uk</p> | <p>No charge</p> |
| <p>Opening hours</p> | <p>These details are available in our patient information leaflet, which can be obtained from reception or on our website @ www.langmansdental.co.uk</p> | <p>No charge</p> |

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| Staffing structure | A copy of our organisation/structure chart is available from reception. | 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 | | |
| Total final cost to the PCT/LHB/HPSS of our contracted services | Information on NHS funding and contract targets is available from Dr. David James Langman. | No charge |
| 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 | These details are available in our patient information leaflet, which can be obtained from reception or on our website @ www.langmansdental.co.uk | No charge |
| Practice Inspection | The date and conclusions of our last practice inspection are available by asking Dr David James Langman or by locating our CQC Inspection Reports on their website at www.cqc.org.uk | 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 formal records of management decisions are not normally recorded other than minuted if discussed at a staff meeting, however, any changes in the | No charge |

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| | provision of NHS services would be incorporated into an updated patient information leaflet, our current patient information leaflet, which can be obtained from reception. We may also notify patients by notices in our reception area. | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (delete any policies not actually held) | | |
| Equality and diversity policy | A copy of this policy can be obtained from reception. | No charge |
| Health and safety policy | A copy of this policy can be obtained from reception | No charge |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | A copy of this policy can be obtained from reception or on our website @ www.langmansdental.co.uk | No charge |
| Records management policies (records retention, destruction and archive) | A copy of our confidentiality and data security policies can be obtained from reception | No charge |
| Confidentiality and data protection policies | A copy of our confidentiality and data security policies can be obtained from reception | No charge |
| Policies and procedures for handling requests for information | This information is contained within this Document | No charge |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | | |

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| Any publicly available register or list | This information is not held however dentists and qualified Dental Care Professionals are registered with the General Dental Council and can be found at www.gdc-uk.org | |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | | |
| The services provided under contract to the NHS | These details are available in our patient information leaflet, which can be obtained from reception or on our website @ www.langmansdental.co.uk | No charge |
| Charges for services | These details are available in our patient information leaflet, which can be obtained from reception or on our website @ www.langmansdental.co.uk . NHS and private fees are also displayed in reception. Individual quotes can be obtained from your dentist. | No charge |
| Information leaflets | These details are available in our patient information leaflet, which can be obtained from reception. Our practice leaflet can be downloaded from our website or on our website @ www.langmansdental.co.uk . NHS and other information leaflets can be found on display in reception. | No charge |