



**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><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Practice Leaflet Website – <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> NHS Choices</p>	<p>No charge</p>
<p>Who's who in the practice</p>	<p>Dentists providing NHS &amp; private services are listed in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> DCP's and support staff are introduced on our practice website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a></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 @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>. They are also detailed on NHS Choices.</p>	<p>No charge</p>
<p>Opening hours</p>	<p>These details are available in our patient information leaflet, which can be obtained</p>	<p>No charge</p>

	from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> . They are also detailed on NHS Choices	
Staffing structure	A copy of our organisation/structure chart is available from reception. Full team details are also available on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>	No charge
<b>Class 2 – What we spend and how we spend it</b> (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 costs of our contracted services	Information on NHS funding and contract targets is available from Dr. David James Langman.	No charge
<b>Class 3 – What our priorities are and how we are doing</b> (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 @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>	No charge
Practice Inspection	The date and conclusions of our last practice inspection are available by asking Samantha McConnell (Compliance & HR Manager) or by locating our CQC Inspection Reports on their website at <a href="http://www.cqc.org.uk">www.cqc.org.uk</a>	No charge
<b>Class 4 – How we make decisions</b> (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 in Management Meetings and if discussed at a staff meeting. However, any changes in the provision of NHS services would be incorporated into an updated patient information leaflet, which can be obtained from reception. We may also notify patients by notices in our reception area, publish the information on our website and inform patients via our practice newsletter.	No charge
<b>Class 5 – Our policies and procedures</b> (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 @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>	No charge
Records management policies (records retention, destruction and archive)	A copy of our confidentiality, records management and data security policies can be obtained from reception	No charge
Confidentiality, privacy notices and data security 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	No charge

	Document and within our 'Access to Information Held by the Practice' document	(Some conditions may apply)
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	<p>Dentists and qualified Dental Care Professionals are registered with the General Dental Council and can be found at <a href="http://www.gdc-uk.org">www.gdc-uk.org</a>.</p> <p>GDC registration numbers of dentists are available in our Practice Information Leaflet and details of all registrants are available on our website <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a></p>	
<b>Class 7 – The services we offer</b> (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 @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>	No charge
Charges for services	These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> . 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	No charge

	from reception. Our practice leaflet can be downloaded from our website or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> . NHS and other information leaflets can be found on display in reception.	
--	---	--

Signed:

Samantha McConnell (Compliance & HR Manager)

01.03.19

Review Date: 01.03.20