

## Coia & Associates Dental Care

### GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

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

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Coia & Associates Dental care has adopted the **Model Publication Scheme 2014** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2018.

You can see this scheme on our website at [www.coiaandassociates.com](http://www.coiaandassociates.com) or by contacting us at address 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.

#### *Availability and formats*

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

#### *Exempt information*

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

#### *Copyright*

Coia & Associates has adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/> this sets out what you can and cannot do with our published information where we are the copyright holder.

Where Coia & Associates does not hold the copyright in information we publish, we will make this clear in this guide.

### **Charges**

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

### **Black and white photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A4	10
A5	10

### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A4	25
A5	25

Information provided on CD-Rom will be charged at £10.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

### **Contact us**

You can contact us for assistance with any aspect of this publication scheme:

7 Partick Bridge Street  
Glasgow G11 6PN

e-mail – [info@coiaandassociates.com](mailto:info@coiaandassociates.com)

Tel: 0141 339 5343

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

### **The classes of information that we publish**

We publish information that we hold within the following classes. 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 COIA & ASSOCIATES DENTAL CARE

### Class description:

Information about Coia & Associates Dental care, 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
Name address and contact details	Web site – <a href="http://www.coiaandassociates.com">www.coiaandassociates.com</a>
All team members	Web site – <a href="http://www.coiaandassociates.com">www.coiaandassociates.com</a>
Contact details and our complaints procedure	Web site – <a href="http://www.coiaandassociates.com">www.coiaandassociates.com</a> and also contacting the practice reception
Opening hours	Web site – <a href="http://www.coiaandassociates.com">www.coiaandassociates.com</a>
Emergency arrangements out with working hours	Web site – <a href="http://www.coiaandassociates.com">www.coiaandassociates.com</a>
Principal & Owner – Mr A Coia	<a href="mailto:info@coiaandassociates.com">info@coiaandassociates.com</a> or call 01413395343

## CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

### Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
All team members registered with the GDC	GDC Web site - <a href="http://www.gdc-uk.org/pages/searchregisters.aspx">http://www.gdc-uk.org/pages/searchregisters.aspx</a>
Offer NHS & Private Dental Care	Call surgery 0141 339 5343

## CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE 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
Team meetings	Mr A Coia
Auditing certain aspects of our services	Contact Mr Coia – 0141 339 5343 or email <a href="mailto:info@coiaandassociates.com">info@coiaandassociates.com</a>

**CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT****Class description:**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

<b>The information we publish under this class</b>	<b>How to access it</b>
N/A	

**CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES****Class description:**

Information about how we manage the human, physical and information resources of Coia & Associates Dental Care.

<b>The information we publish under this class</b>	<b>How to access it</b>
Staffing Structure	Web site - <a href="http://www.coiaandassociates.com">www.coiaandassociates.com</a>

**CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS****Class description:**

Information about how we procure goods and services, and our contracts with external providers

<b>The information we publish under this class</b>	<b>How to access it</b>
Practice Procurement policy	Email – <a href="mailto:info@coiaandassociates.com">info@coiaandassociates.com</a>

**CLASS 7: HOW WE ARE PERFORMING****Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services

<b>The information we publish under this class</b>	<b>How to access it</b>
N/A	

**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. bookshop, museum or research journal.

<b>The information we publish under this class</b>	<b>How to access it</b>
N/A	