

Information available under the GDC publication scheme

The table below sets out the information the GDC publishes as a matter of routine under its publication scheme.

Publication scheme charges

Most of the information we provide under our publication scheme is available on our website free of charge. In cases where there may be a specific charge for information we will make this clear on the relevant section of our website and in the table below. Requests made under the Freedom of Information Act will usually be processed free of charge. If we are unable to provide the information for whatever reason, or there will be a charge for doing so, we will advise you before processing your request.

If you require printed versions of the information available on our website, or of information which is archived and no longer on our website, we reserve the right to impose a charge for providing this information in paper copy. Charges will be based on the costs of retrieval, photocopying, printing and postage, and we will let you know how much this will cost at the time of your request.

Hearing transcripts

The GDC does not produce publicly available versions of hearings transcripts as a matter of routine. If you wish to obtain a transcript of an FTP panel hearing, Registration Appeal hearing or Specialist List Appeal hearing, we reserve the right to charge the full cost to the GDC of producing a public version. These costs are variable and will include the cost of our quality assurance processes to ensure that information we regard as confidential – for example, information about a registrant’s health, and the names and contact details of patients or vulnerable witnesses - are removed prior to publication.

	TYPE OF INFORMATION (as specified in the ICO’s Definition document for health regulators)	RELEVANT GDC DOCUMENTATION (with link to current page on website)	HOW TO ACCESS	COST
1.	Who we are and what we do: organisational information, structures, locations and contacts			
1.1.	Location and contact details	Contact Us	Website	Free

1.2.	Organisational charts, roles and responsibilities, job specifications and responsibilities	About Us	Website or hard copy on request	Free
1.3.	Information relating to the legislation relevant to the GDC's functions	Legal Framework	Website	Free
1.4.	Information relating to organisations which the GDC works with	Information about organisations with which the GDC has MOUs will be added to the GDC website in January 2015.	Currently on request	Free
1.5.	Recruitment information, criteria, process and vacancies	Working for us	Website	Free
1.6.	Details of senior staff and Council members	The Executive Team The Council	Website	Free
2.	What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit			
2.1.	Financial Statements	GDC Annual Report and Accounts Facts and Figures	Website	Free
2.2.	Staff allowances and expenses	GDC Annual Report and Accounts	Website	Free
2.3.	Pay and Grading Structure		On request	Free
2.4.	Financial statements for projects	GDC Annual Report and Accounts	website	free

	and events	Council Papers		
2.5.	List of contracts awarded and their value	Council Papers	website	free
3.	What our priorities are and how we are doing – strategies and plans, performance indicators and reviews			
3.1.	Corporate plans	Corporate Strategy	Website	Free
3.2.	Business plan	Business Plan	Website	Free
3.3.	Organisational and departmental performance reviews	GDC Annual Report and Accounts	Website	Free
3.4.	Service standards	GDC Annual Report and Accounts	Website	Free
3.5.	Progress reports and statistics	GDC Annual Report and Accounts GDC facts and figures Council papers	Website	Free
4.	How we make decisions – decision making processes and records of decisions			
4.1.	Major policy proposals and decisions	Papers for Council meetings (where held in open session)	Website	Free
4.2.	Public Consultations	<ul style="list-style-type: none"> • Consultations held by the GDC • GDC responses to consultations held by other organisations 	website	Free

4.3.	Minutes of meetings, including senior level meetings	Schedule of Council meetings (where held in open session)	Website	Free
4.4.	Reports and papers provided for consideration at meetings	Papers for Council meetings (where held in open session) The public report to Council of any committee, current or past, can be found in the relevant Council papers.	Website	Free
4.5.		Chief Executive's report to Council on operational matters – (see Council Minutes and papers)	Website	Free
4.6.		Fitness to Practise Committee determinations	Website	Free
4.7.		Registration Appeals Committee determinations	Website	Free
4.8.		Specialist List Appeals Committee determinations	On request	Free
5.	Our policies and procedures – current written protocols, policies and procedures for delivering our services and responsibilities.			
5.1.	Human Resource policies	Equality and Diversity and Disability Equality policies Any other corporate or HR policies not routinely published on the website, for example the recruitment policy, are available on request.	Website	Free
5.2.		Recruitment Policy	On request	Free
5.3.	Procurement and tendering procedures	Working for us - Current-tenders	Website	Free

5.4.	Internal guidelines, instructions and manuals	Governance Manuals for Council Members, Statutory Committee Members and Associates	Website	Free
		Guidance for Fitness to Practice Committees: Investigating Committee guidance Interim Orders Committee guidance Professional Conduct Committee guidance Health Committee guidance Professional Performance Committee guidance	Website	Free
5.5.		Guidance for GDC Registration Assessment panelists	On request	Free
5.6.	Customer Service	Welsh language scheme	Website	Free
5.7.		Corporate complaints procedure	Website	Free
5.8.		Complaints procedure for FOI requests	Website	Free
5.9.	Charging regimes for information routinely published (stating what costs are to be recovered and why)	See note on “Publication Scheme charges” above	Website	Free
5.10.	Records Management, fileplans and personal data policies	Privacy Policy Information Security Policy Disclosure and Publication Policy	Website Other information may be available on request	Free

6.	Lists and Registers – any information we are currently legally required to hold in publicly available registers.			
6.1.	Register of Practitioners	Dentists Register Dental Care Professionals Register Specialist Lists	Website	Free
6.2.	List of GDC approved courses (For specific information about what courses the GDC “approves” please refer to the relevant legislation or contact the GDC)	GDC Inspection reports of Dental Schools List of GDC approved DCP courses and Inspection reports	Website	Free
6.3.	Register of gifts and hospitality provided to Board members and senior personnel	Appointments Committee Council members Investigating Committee FTP Panel	Website Otherwise on request	Free
6.4.	Register of interests	Appointments Committee Council members Investigating Committee FTP Panel EMT	Website On request	Free Free
6.5.	Disclosure logs (recommended as good practice)		Information may be provided on request.	

6.6.	CCTV		Information may be provided on request.	
7.	The Services we offer – information about the services we offer; leaflets and guidance produced for the public and businesses; details of the services for which we are entitled to recover a fee and details of those fees.			
7.1.	Advice and guidance		Website – various pages. Please use our web contact form or contact the Customer Advice and Information Team if you cannot find what you are looking for	Free
7.2.	Media Releases	Press Office	Website, RSS Feed, Twitter and Facebook	Free
7.3.	Leaflets and Booklets	Publications Library	Website – various pages, or hard copy on request. Please contact us using the web contact form if you cannot find what you are looking for	Free
7.4.	Standards	Standards	Website	Free
7.5.	Reports and Research	Research Library GDC facts and figures Council papers	Website	Free

7.6.	Professional codes/standards of conduct	Standards	Website	Free
7.7.	Continuing Professional Development guidance	CPD	Website	Free

Reviewed 28 November 2014