



General
Osteopathic
Council

General Osteopathic Council

Publication Scheme

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General Osteopathic Council

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General Osteopathic Council Publication Scheme

Introduction

Under the Freedom of Information Act 2000, we must adopt and maintain a 'publication scheme' so that information can be made routinely available to the public.

We are required under the Act to make information available to the public as part of our normal business activities, but we would do this anyway.

The General Osteopathic Council (GOsC) has adopted the **model publication scheme** for public authorities approved by the Information Commissioner. The model scheme sets out our obligations with regard to publishing and providing information and describes the kinds (classes) of information we should make available.

You can see the [model publication scheme](#) on the [Information Commissioner's website](#).

Further information about your [rights under the Freedom of Information Act](#) is also available on the Information Commissioner's website.

Our publication scheme also follows the Information Commissioner's recommendations for the specific types of information that health regulators are expected to publish and make available in each of the classes defined in the model publication scheme. These expectations are set out by the Information Commissioner in a **definition document**.

You can see the [definition document](#) for healthcare regulators on the Information Commissioner's website.

The types of information we provide

We provide the following types of information:

- 1. Who we are and what we do**
Organisational information, structures, locations and contacts
- 2. What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure and financial audit

General Osteopathic Council Publication Scheme

- 3. What our priorities are and how we are doing**
Strategies and plans, performance indicators and reviews
- 4. How we make decisions**
Decision making processes and records of decisions
- 5. Our policies and procedures**
Current written protocols, policies and procedures for delivering our services and responsibilities
- 6. Lists and registers**
Any information we are currently legally required to hold in publicly available registers, including the Statutory Register of Osteopaths.
- 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 together with those fees.

How to get information

Most of the information in our publication scheme is available to read or download from our website. If certain information is not available on the website, the guide to information (see the **Guide to information** section below) explains how you can obtain it.

If the information you require is not included in the publication scheme, you can request it, using the [Freedom of Information request form](#), by post, fax or email to:

The Head of Regulation
FOI Act Information Requests
General Osteopathic Council
Osteopathy House
176 Tower Bridge Road
London
SE1 3LU

Fax: 020 7357 0011

E-mail: foirequests@osteopathy.org.uk

Most of the information is free, but we may make a charge for particular items. This is indicated in the guide to information (see the **Guide to information**

General Osteopathic Council Publication Scheme

section below) and we will let you know of any relevant charges when we reply to your request. Please also see the section below called **Publication scheme charges**.

We are committed to ensuring the accessibility of all the information we produce. For those without access to the Internet, or who would prefer to receive paper copies of website pages or documents that are downloadable from the website, we will supply single paper copies free of charge. Requests should be made to the Osteopathic Information Service on 020 7357 6655 ext 242; email: info@osteopathy.org.uk.

This scheme, and other key documents and information, will become available in Welsh under the Welsh Language Scheme we are developing. Further details of the Welsh Language Scheme will be available on our website in due course and, where documents and information are available in Welsh, this will be indicated in the guide to information. We will accommodate requests for translations into other languages and for documents in other formats, such as large print, wherever possible. Such requests should be made to the Osteopathic Information Service on 020 7357 6655 ext 242; email: info@osteopathy.org.uk.

Publication scheme charges

Information in our publication scheme is normally available free of charge. Most of the information in the scheme is freely available on our website. Single print-outs of website pages, if required, will be normally be made available free of charge.

Single copies of most of our printed publications are available to the public free of charge and can be ordered from the Osteopathic Information Service on 020 7357 6655 ext 242; email: info@osteopathy.org.uk. Where single copies are charged for, or the information is available from elsewhere in the GOsC, we indicate it in the guide to information.

We may make charges for:

- producing multiple copies in paper or other formats;
- certain hard copy publications;
- postage.

We will let you know how much this will cost when you request the information and we may ask you for payment in advance.

General Osteopathic Council Publication Scheme

Guide to information

As part of our publication scheme we provide a guide to the information we publish, which includes how each document can be obtained and whether there is any charge for it. Where information is available on our website, a link to the relevant section of the website or to a specific document is included below.

Most paper copies of documents and website pages are available from the **Osteopathic Information Service**, 020 7357 6655 ext 242; email: info@osteopathy.org.uk. Where you need to contact another department, contact details are included in the **Who to contact** column.

Information	Format of information	Who to contact	Cost
1. Who we are and what we do			
List of GOsC staff and key responsibilities , page 2 of <i>The Osteopath</i> magazine	Website		Free
	Paper copy on request	Osteopathic Information Service	Free
List of key GOsC functions and contact details	Website		Free
Members of the General Osteopathic Council	Website		Free
Members of General Osteopathic Council committees	Website		Free
Our work: the role of the GOsC	Website		Free
How we work: the structure of the GOsC	Website		Free
GOsC Corporate Governance Handbook for Council Members	Website		Free
Terms of reference for committees	Paper	Governance Manager governance@osteopathy.org.uk	Free
Information relating to the legislation relevant to GOsC functions	Website		Free

General Osteopathic Council Publication Scheme

Recruitment information and vacancies	Website Paper copy on request	Human Resources Manager, hr@osteopathy.org.uk	Free Free
Sample employment contract with standard terms and conditions	Paper copy on request	Human Resources Manager, hr@osteopathy.org.uk	Free
2. What we spend and how we spend it			
Audited financial statements, included in the annual report.	Website Paper copy on request	Osteopathic Information Service	Free Free
Remuneration rates and expenses payable to members of Council, committees and fitness to practise panels	Website Paper copy	Osteopathic Information Service	Free Free
Information relating to contracts	Paper copy	Head of finance finance@osteopathy.org.uk	Photocopying charge may be made
3. What our priorities are and how we are doing			
Corporate plan Available in Welsh	Website Paper copy	Osteopathic Information Service	Free Free
Business plan	Paper copy	Head of Finance and Administration, finance@osteopathy.org.uk	Free
Annual report Annual report for 2008-2009 available in Welsh	Website Paper copy	Osteopathic Information Service	Free Free
Our performance: annual performance review	Website		Free

General Osteopathic Council Publication Scheme

Fitness to practise annual report , including complaints statistics and the outcomes of hearings	Website		Free
	Paper copy	Osteopathic Information Service	Free
Course review reports, Privy Council Approval Orders and associated conditions	Website		Free
	Paper copies	Professional Standards, standards@osteopathy.org.uk	Free
4. How we make decisions			
Schedule of Council and Education Committee meetings	Website		Free
	Paper copy	Governance Manager, governance@osteopathy.org.uk	Free
Agendas (public) for forthcoming Council and Education Committee meetings	Website		Free
	Paper copy	Governance Manager, governance@osteopathy.org.uk	Free
Minutes of Council and Education Committees meetings (public)	Website		Free
	Paper copies	Governance Manager, governance@osteopathy.org.uk	Free
Minutes of Council and Education Committees meetings (public) meetings held before 2007	May be seen at the GOsC office by appointment	Governance Manager, governance@osteopathy.org.uk	Free
Consultations held by the GOsC	Website		Free
	Paper copies	Osteopathic Information Service	Free
GOsC responses to others' consultations	Website		Free
	Paper copies	Osteopathic Information Service	Free

General Osteopathic Council Publication Scheme

Findings of the Professional Conduct Committee	Website		Free
	Paper copy	Regulation Department, regulation@osteopathy.org.uk	Free
Transcripts of public Professional Conduct Committee hearings	Paper copy	Regulation Department, regulation@osteopathy.org.uk	Variable charge (Free for parties involved in the hearing)
Appeals tribunals: notice of decisions	Website		Free
	Paper copy	Regulation Department, regulation@osteopathy.org.uk	Free
Appeals tribunals: transcripts of proceedings held in public	Paper copy	Regulation Department, regulation@osteopathy.org.uk	Variable charge (Free for parties involved in the hearing)
Indicative sanctions guidance for the Professional Conduct Committee	Website		Free
	Paper copy	Regulation Department, regulation@osteopathy.org.uk	Free
Recognised qualification process guidelines (criteria for the recognition of courses)	Website		Free
	Paper copy	Professional Standards, standards@osteopathy.org.uk	
5. Our policies and procedures			
Council Members' Code of Conduct	Website		Free
	Paper copy	Governance Manager, governance@osteopathy.org.uk	Free
Equality Scheme and Action Plan	Website		Free
	Paper copy	Osteopathic Information Service	Free

General Osteopathic Council Publication Scheme

Customer service: making a complaint against a member of staff or a member of Council	Website Paper copies	Governance Manager, governance@osteopathy.org.uk	Free Free
Publication of hearings, findings and sanctions policy	Website Paper copy	Regulation Department, regulation@osteopathy.org.uk	Free Free
Procurement policy	Paper copy	Head of Finance and Administration, finance@osteopathy.org.uk	Free
Information requests charging policy	Website		Free
Procedure for responding to information requests	Website		Free
Data protection policy	Website		Free
6. Lists and registers			
Statutory Register of Osteopaths	Website		Free
Extracts from the Register of Osteopaths (e.g. names of osteopaths in a particular area)	Paper copy By telephone	Osteopathic Information Service Osteopathic Information Service	Free Caller's normal telephone call cost
Guidance on searching the online Register	Website		Free

General Osteopathic Council Publication Scheme

List of recognised qualifications	Website		Free
	Paper copy	Osteopathic Information Service	Free
Register of members' private interests	Paper copy	Governance Manager, governance@osteopathy.org.uk	Free
7. The services we offer			
Information about standards of training and practice	Website		Free
Standard 2000 – Standard of Proficiency (standards of practice)	Website		Free
	Paper copy	Osteopathic Information Service	Free
Code of practice	Website		Free
	Paper copy	Osteopathic Information Service	Free
Revalidation scheme	Website		Free
CPD guidelines	Website		Free
	Paper copy	Osteopathic Information Service	Free
Making a complaint to the GOsC (guidance to the public on making a complaint about an osteopath)	Website		Free
	Paper copy	Osteopathic Information Service	Free
Information about the GOsC's fitness to practise process	Website		Free
Hearings before the Professional Conduct Committee (guidance for the public and press)	Website		Free
	Paper copy	Osteopathic Information Service	Free

General Osteopathic Council Publication Scheme

Notice to Osteopaths and Legal Representatives (information for osteopaths and their legal representatives on the fitness to practise process)	Website		Free
	Paper copy	Osteopathic Information Service	Free
Notices of hearings in connection with complaints against osteopaths	Website		Free
	Paper copy	Regulation Department, regulation@osteopathy.org.uk	Free
Information about registering with the GOsC	Website		Free
	Paper copy	Osteopathic Information Service	Free
Information and about registering with the GOsC if UK qualified before 9 May 2000; and application form	Website		Free
	Paper copy	Registration Department registration@osteopathy.org.uk	Free
The Osteopath magazine	Website		Free
	Paper copy	Subscription form from the Osteopathic Information Service	Free to osteopaths; paid for on subscription by others
Press releases	Website		Free
	Paper copy	Osteopathic Information Service	Free