**Information available from Pen Y Bont Surgery *providing medical services under contract to the NHS* under the Freedom of Information Act model publication scheme**

(Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service)

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| **Information to be published** | **How the information can be obtained**(e.g. hard copy, website) | **Cost** |
| **Class 1 - Who we are and what we do****(Organisational information, structures, locations and contacts)*****This will be current information only***  | Website, Information leaflet  | Free  |
| Doctors in the practice | Website, Information leaflet  | Free  |
| Contact details for the practice (named contacts where possible with telephone number and email address (if used) | Website, Information leaflet  | Free  |
| Opening hours | Website, Information leaflet  | Free |
| Other staffing details | Practice Leaflet and website | Free |
| Meetings specifically with pharmaceutical companies and other medical suppliers. We would expect as a minimum that this information should include the name of the company, the date and, if appropriate, the name of the member(s) of staff attending (if recorded), together with a general indication of the category of meeting, for example marketing or promotion. The names of staff attending should include any senior managers and any medically qualified staff if this information is recorded. | Practice Manager | Free |
| **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*** | Hard Copy by request from Practice Manager | Free |
| Details on NHS/HSC funding received by the practice.*We would expect practices to consider publishing as much information as practically possible including as much detail as possible.*  | Hard Copy by request from Practice Manager  | Free |
| Audit of NHS/HSC income  | Hard Copy by request from Practice Manager | Free |
| Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Hard Copy by request from Practice Manager | Free |
| List and value of contracts awarded by the practice. We would normally only expect the practice to publish details of contracts that are of sufficient size to have gone through a formal tendering process. | Hard Copy by request from Practice Manager | Free |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to senior staff members (for the purpose of this document, senior staff are defined as partners or equivalent level), by references to categories. | Hard Copy by request from Practice Manager | Free |
| Pay policy | Hard Copy by request from Practice Manager | Free |
| Declaration of GPs’ NHS/HSC income.*The information made available as part of GPs’ contractual obligation to publish their net income relating to NHS/HSC contracts, once this obligation is in force. A link may be provided to the information on a third party website, and /or a description of where this information is available.*  | Hard Copy by request from Practice Manager | Free |
| **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*** | Hard Copy by request from Practice Manager | Free |
| Plans for the development and provision of NHS/HSC services | Hard Copy by request from Practice Manager | Free |
| Performance data including performance against targets | Hard Copy by request from Practice Manager | Free |
| Inspection reports by regulators: *the CQC, HIW, RQIA and HSCB and any other regulators.* | Hard Copy by request from Practice Manager | Free |
| **Class 4 – How we make decisions****(Decision making processes and records of decisions)*****Current and previous year as a minimum*** | Hard Copy by request from Practice Manager | Free |
| Records of decisions made in the practice affecting the provision of NHS/HSC services. | Hard Copy by request from Practice Manager | Free |
| **Class 5 – Our policies and procedures****(Current written protocols, policies and procedures for delivering our services and responsibilities)*****Current information only.*** | Hard Copy by request from Practice Manager | Free |
| Policies and procedures about customer service | Hard Copy by request from Practice Manager | Free |
| Internal instructions to staff and policies relating to the delivery of services | Hard Copy by request from Practice Manager | Free |
| Policies and procedures about the recruitment and employment of staff | Hard Copy by request from Practice Manager | Free |
| Equality and diversity policy | Hard Copy by request from Practice Manager | Free |
| Health and safety policy | Hard Copy by request from Practice Manager | Free |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard Copy by request from Practice Manager | Free |
| Records management policies (records retention, destruction and archive) | Hard Copy by request from Practice Manager | Free |
| Data protection policies  | Hard Copy by request from Practice Manager | Free |
| Policies and procedures for handling requests for information | Hard Copy by request from Practice Manager | Free |
| **Class 6 – Lists and Registers*****Currently maintained lists and registers only*** | **Not held** |  |
| *We recognise that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “none held” can be entered in this section.* |  |  |
| Any publicly available register or list *(if any are held this should be publicised; in most circumstances existing access provisions will suffice).* |  |  |
| **Class 7 – The services we offer****(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)*****Current information only*** |  |  |
| The services provided under contract to the NHS/HSC | In House posters | Free |
| Charges for any of these services | In House Posters | Free |
| Information leaflets | In House | Free |
| Out of hours arrangements | Poster, Leaflet, website | Free |