**Publication Scheme**

Meddygfa Penbryn Surgery Dwyran & Llanfair Health Centre

**Introduction**

This example publication scheme has been created to outline the types of information that the Practice is expected to publish. The scheme commits [INSERT PRACTICE NAME] to make information available to the public as part of its normal business activities. It allows the practice to be open and transparent, making information under Freedom of Information Act 2000 and environmental information easily and routinely available. By incorporating environmental information into your publication scheme such as policies, plans and procedures relating to the environment, reports on the state of the environment or risk assessments the practice holds, you will also meet your responsibilities to proactively publish environmental information under the Environmental Information Regulations (EIR). The example is based upon the ICO model publication scheme and is broken down into the classes of information required under the Freedom of Information Act 2000. It is recommended that this is laid out in its own section of your Practice’s website, with the below headings listed.

**Your Rights to Information**

The Freedom of Information Act (FOI) 2000 provides members of the public with the right access information held by public authorities.

Public authorities are required to routinely publish certain information to the public as part of its normal business activities. This is known as a publication scheme.

The Meddygfa Penbryn Surgery Publication Scheme is designed to signpost individuals to information we proactively release as and when it becomes available. The aim of this is to explain what information the practice makes available to the public and where possible to provide an easy method of accessing it.

The Publication Scheme contains seven classes of information, as follows, and information falling into each of these classes is published on our practice website:

* [Who we are and what we do](https://www.england.nhs.uk/contact-us/pub-scheme/what-we-do/)
* [What we spend and how we spend it](https://www.england.nhs.uk/contact-us/pub-scheme/spend/)
* [What are our priorities and how we are doing](https://www.england.nhs.uk/contact-us/pub-scheme/priorities/)
* [How we make decisions](https://www.england.nhs.uk/contact-us/pub-scheme/decisions/)
* [Our policies and procedures](https://www.england.nhs.uk/contact-us/pub-scheme/pol-proc/)
* [Register of members’ interests](https://www.england.nhs.uk/publication/our-board-members-register-of-interests/)
* [Services we offer](https://www.england.nhs.uk/contact-us/pub-scheme/services/)

All the information we proactively release is available free of charge on our website. Our publication scheme is a useful place to start if you’re looking for information about Meddygfa Penbryn Surgery before making a Freedom of Information request.

Information that is not published under the FOI Publication Scheme can be requested in writing and the release of such information will be considered in accordance with the provisions of the FOI Act 2000.

To make a Freedom of Information request, please email contact the practice reception.w94015@wales.nhs.uk or write to:

Linda West Practice Manager

Meddygfa Penbryn Surgery

Dwyran

Llanfairpwll

LL61 6YD

**Who we are and what we do**

1. Meddygfa Penbryn Surgery/Llanfairpwll Health Centre has 8200 South West Anglesey Area and our 2 surgeries are in the villages of Dwyran & Llanfairpwll . We are also a member of the Anglesey Cluster which is made up of separate Anglesey Practices. The cluster practices can be found on Betsi Cadwaldr University Health Board.
2. The practice was formed over 100 years ago, the share holding doctors trade as a partnership in the name Meddygfa Penbryn Surgery
3. Practice details, who works here and our opening times are published on our website, this information be accessed via [www.penbrynsurgery.co.uk](http://www.penbrynsurgery.co.uk).
4. Other information is available on the practice notice boards in the waiting areas.

**What we spend and how we spend it**

This section is to be filled with information regarding your annual accounts, salaries, and any expenses your Practice has accumulated. This should include information relating to financial projected information and actual income and expenditure, tendering, procurement and contracts. This area may also include any agreements and contracts that your Practice has in place with third parties (a common one here will most likely be a data shredding company).

1. *Meddygfa Penrbyn Surgery receives money from NHS Wales according to its contract for national General Medical Services in exchange for services provided for patients.*
2. *The total GMS income received from the NHS* ***before expenses*** *was GMS £1.2 million for the year ending 31/3/2023.*
3. *Our expenses include clinical staff salaries, administrative staff salaries, purchase of drugs and appliances, medical & dispensary consumables, indemnity and medical subscriptions, premises expenses, utilities, locum fees, insurances, cleaning/infection control, administrative expenses such telephone services and postage, accountancy and professional fees, finance & accountancy costs, IT costs, depreciation*
4. *There may be circumstances where material cannot be released because it is confidential or commercial information or the appropriate officer designated for these purposes, under the Act, has taken the view that it may be prejudicial to the conduct of the Practice’s affairs.*

*If this is the case, we will respond to your FOI request with a formal letter acknowledging the reasons why we are unable to give you this information.*

1. *We do not wish to publish our annual salaries, but they are available on request.*

**What our priorities are and how we are doing**

* To provide safe care for our patients
* Explore ways of responding to increase & change in patient access needs and making improvements for the benefit of patients and our healthcare workforce
* We are currently working with our colleagues in the Anglesey Cluster to develop and improve services for patients in the local area.

**How we make decisions**

We meet monthly for a practice development meeting which includes the GP partners and senior management to discuss policy decisions

**Our Policies and Procedures**

*1) Our Policies and Procedures*

*General policies and procedures in use within the practice include, but are not limited to:*

* *Data Protection*
* *Prescribing*
* *Zero Tolerance*
* *Failure to attend appointments/DNA*
*

*2) Request to view policies and procedures should be made in writing, please contact the Practice Manager reception.w94015@wales.nhs.uk*

*3) If you have a complaint or concerns about the service you have received from the doctors or any of the staff working in this practice, please let us know. We operate a complaints procedure as part of the NHS system. Our complaints system meets national criteria.*

*4) A copy of our practice complaints procedure is available on our website www.meddygfapenbryn.co.uk. This will give you all the information and contact details needed to raise a concern*

Lists and Registers

*The Practice operates CCTV cameras covering the car park and entrances to Penbryn Surgery.*

*The practice keeps a register of all donations made to the practice for the benefit of practice patients and used for the purchase of medical related equipment.*

**The services we offer**

* 1. *In addition to routine and emergency services, we offer the following range of services under contract to the NHS:*
* *Contraceptive Services Depo- provera contraceptive injections*
* *Minor Surgery*
* *Warfarin –INR monitoring and dosing*
* *NOAC- annual reviews*
* *Near Patient Testing- Shared Care Drug monitoring*
* *Minor surgery –injections*
* *Minor surgery- excisions, incisions*
* *Diabetes care, insulin & GLPs initiation and starts*
* *Care Homes*
* *Learning Disabilities*
* *Vacination & Immunisations – Flu, pneumo, shingles, additional childhood, pertussis, MMR, MenACWY, HPV,*
* *Administering Gonadorelins*
* *Adminsitering Denusomab*
* *Wound Care- post operative*
* *Minor injuries- within 48 hours*

*Dispensing for patients living more than 1 mile (straightline radius) from the Llanfair pharmacy*

* 1. *Charges for our private services (including medical reports and travel vaccinations) are available from reception*

**Additional - Disclosure Log**

# A disclosure log is used to publish any previous FOI requests and the response to these. For example, if someone asked you how often your practice gets a deep clean, the information you give to them can be published in this area. This will be helpful when people are looking to submit an FOI request to your practice, as then can check this log beforehand to see if the information they require has already been requested and published.

**The method by which information published under this scheme will be made available**

The practice will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the practice, information will be provided on the website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the practice will assist to provide the information in the format it has been requested or offer an alternative method for it to be obtained.

**Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the practice for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Generally, only the following charges can be made:

* the costs directly incurred as a result of viewing information, photocopying, postage and packaging
* fees permitted by other legislation; and
* for information produced commercially, for example, a book, map or similar publication that you intend to sell and would not otherwise have produced.