**Publication Scheme**

Pendre Surgery

**Introduction**

This example publication scheme has been created to outline the types of information that the Practice is expected to publish. 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 Pendre 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 Pendre 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 by writing to:

Joanne Collings-Jones

Pendre Surgery

Clayton Road

Mold

CH7 1SS

**Who we are and what we do:**

This section of your scheme would include information regarding:

* Organisational information
* locations and contacts

This may include information relating to the structure of the practice, members of staff, locations and opening times.

1. *Pendre Surgery has approximately 11,000 patients in the Mold Area.*
2. *The practice was formed in 1965*
3. *Practice details and our opening times are published on our website, this information be accessed via this link - https://www.pendresurgery.co.uk/*
4. *The following people work in the Practice):*

***Partners: 5***

***Salaried GPs: 2***

***Nurses: 2***

***Nurse Practitioners: 1***

***Advanced Nurse Practitioners: 1***

***Pharmacist: 1***

***Pharmacy Technician: 1***

***The Practice Team: Approximately 25 staff members.***

*Other information is available on the practice notice boards and display tables 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.

1. *Pendre Surgery receives money from NHS Wales according to its contract for national General Medical Services in exchange for services provided for patients.*
2. *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.*

**How we make decisions**

*Pendre Surgery has a committee that is made up of the senior partners and management.*

*The Committee meets every month.*

**Our Policies and Procedures**

This section provides information about current written protocols for delivering the practice’s functions and responsibilities. Our policies and procedures will soon be available on our website. If you would like to see a document prior to this point, please do so in writing by contacting Joanne Collings-Jones. Address: Pendre Surgery, Clayton Road, Mold, CH7 1SS.

Website link (under development): [Pendre Surgery - Policies](https://www.pendresurgery.co.uk/auth/0cbfd0e5-5dee-448d-b176-7b130b705dda/pages/Policies)

Lists and Registers

This section includes any lists or registers the practice is required to keep for example declarations of interest register or hospitality and gifts registers and registers relating to the functions of the authority. Details of the locations of any overt CCTV cameras should also be included.

* 1. *The Practice operates one CCTV cameras covering the rear car park.*

**The services we offer**

A list of the services we offer can be seen below:

* 1. *In addition to routine and emergency services, we offer the following range of services under contract to the NHS:*
* *Contraceptive Services*
* *Annual Flu and other immunisation clinics.*
* *Minor Surgery*
  1. *Charges for our private services (including medical reports and travel vaccinations) are published on our website, this information be accessed via the* [Pendre Surgery - Medicals & Private Work](https://www.pendresurgery.co.uk/auth/0cbfd0e5-5dee-448d-b176-7b130b705dda/pages/Medicals--Private-Work)

**Additional - Disclosure Log**

# We currently have no additional disclosures.

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

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 will 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.