



Brynhyfryd Medical Centre

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02 – INFORMATION GOVERNANCE

02.800.01 – Freedom of Information Practice Publication

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

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Practice leaflet Available on our practice website: www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL
Doctors in the practice	Available on our practice website: www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL

Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Practice leaflet Available on our practice website: www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL
Opening hours	Practice leaflet Available on our practice website: www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL
Other staffing details	Practice leaflet Available on our practice website: www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL
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.	Not applicable	NIL

<p>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)</p> <p>Current and previous financial year as a minimum</p>	Available on request	NIL
<p>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.</p>	Available on request	NIL
<p>Audit of NHS/HSC income</p>	Available on request	NIL
<p>Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	None	NIL
<p>List and value of contracts awarded by the practice. We would normally only expect the practice to publish details of contracts that are</p>	None	NIL

of sufficient size to have gone through a formal tendering process.		
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.	Available on request	NIL
Pay policy	Available on request	NIL
Declaration of GPs' NHS income.	Available on request	NIL
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	Please visit our website www.brynhyfrydmedicalcentre.wales.nhs.uk and also available on request.	NIL
Plans for the development and provision of NHS services	The Practice has regular meetings with staff and our Cluster to plan for the development of our services and ensuring we are able to	NIL

	provide existing services. Information is available on request.	
Performance data including performance against targets	The Practice participate in the Quality Assurance and Information Framework (QAIF) which was introduced in 2019 and includes targets for the provision of quality care and embeds quality improvement into our Practice.	NIL
Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators.	None held	NIL
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum	The Practice has regular meetings with staff and our Cluster to plan for the development of our services and ensuring we are able to provide existing services. Information is available on request.	NIL
Records of decisions made in the practice affecting the provision of NHS services.	Information is available on request	NIL

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Please visit our website for some of our policies www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL
Policies and procedures about customer service	None held	NIL
Internal instructions to staff and policies relating to the delivery of services	Policies are made available to staff via online software. Information available on request.	NIL
Equality and diversity policy	Information available on request	NIL
Health and safety policy	Information available on request	NIL
Complaints procedures (including those covering requests for information and operating the publication scheme)	Please visit our website for information relating to complaints www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL
Records management policies (records retention, destruction and archive)	Information available on request	NIL
Data protection policies	Information available on request	NIL
Policies and procedures for handling requests for information	Please visit our website for access to medical records www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL

	or alternatively information available on request	
Class 6 – Lists and Registers Currently maintained lists and registers only	None held	NIL
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only	Please visit our website www.brynhyfrydmedicalcentre.wales.nhs.uk or for information on what our cluster services are please visit www.pendericcluster.co.uk Information is available in our Practice leaflet available at reception	NIL
The services provided under contract to the NHS	Please visit our website www.brynhyfrydmedicalcentre.wales.nhs.uk or for information on what our cluster services are please visit www.pendericcluster.co.uk Information is available in our Practice leaflet available at reception	NIL
Charges for any of these services	We do not charge for NHS services	
Information leaflets	Please visit our website www.brynhyfrydmedicalcentre.wales.nhs.uk	NIL

	<p>or for information on what our cluster services are please visit www.pendericcluster.co.uk</p> <p>Information is available in our Practice leaflet available at reception</p>	
Out of hours arrangements	<p>Please visit our website www.brynhyfrydmedicalcentre.wales.nhs.uk</p> <p>Information is available in our Practice leaflet available at reception</p>	NIL