

**Publication Scheme**

March 2024

**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 Argyle Medical Group 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 Argyle Medical Group, 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 enquiries.w00067@wales.nhs.uk or write to:

Practice Manager

Argyle Medical Group

Argyle Street Surgery

Pembroke Dock

SA72 6HL

**Who we are and what we do**

1. Argyle Medical Group has approximately 22,600 patients. We are also a member of the South Pembrokeshire GP Cluster which is made up of 5 separate Practices. The cluster Practices found on this website: [Argyle Medical Group - South Pembrokeshire GP Cluster](https://www.argylemedicalgroup.co.uk/info.aspx?p=20&pr=W00067)
2. The practice was formed in 2007
3. Practice details and our opening times are published on our website, this information be accessed via the [argylemedicalgroup.co.uk/index.aspx?pr=W00067](https://www.argylemedicalgroup.co.uk/index.aspx?pr=W00067) page
4. The following people work in the Practice [argylemedicalgroup.co.uk/index.aspx?pr=W00067](https://www.argylemedicalgroup.co.uk/index.aspx?pr=W00067)

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

1. Argyle Medical Group 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.
3. We do not wish to publish our annual salaries, but they are available on request.

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

1) We are currently working closely with our colleagues in the South Pembrokeshire GP Cluster to develop and improve services for patients in the local area. Our cluster plan can be found here [Argyle Medical Group - South Pembrokeshire GP Cluster](https://www.argylemedicalgroup.co.uk/info.aspx?p=20)

**How we make decisions**

1. Argyle Medical Group has a committee that is made up of the senior partners and management. The committee meets once a month*.*

**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
* Zero Tolerance

2) All policies and procedures are available for viewing, upon request in writing, please contact the Practice Manager practice.manager.w00067@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 here [Argyle Medical Group - Complaints](https://www.argylemedicalgroup.co.uk/info.aspx?p=10&pr=W00067) This will give you all the information and contact details needed to lodge a complaint.

Lists and Registers

* 1. The Practice operates CCTV cameras covering the car park, entrance to the Practice and the waiting rooms.

**The services we offer**

* 1. In addition to routine and emergency services, we offer the following range of services under contract to the NHS [argylemedicalgroup.co.uk/page1.aspx?p=1&t=2](https://www.argylemedicalgroup.co.uk/page1.aspx?p=1&t=2)
  2. Charges for our private services (including medical reports and travel vaccinations) are available from our reception desks upon request.

**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.