**Pontypool Medical Centre**

**Publication Scheme**

**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 Pontypool Medical Centre 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, available upon request. Our publication scheme is a useful place to start if you’re looking for information about Pontypool Medical Centre, 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.w93058@wales.nhs.uk or write to:

Pontypool Medical Practice

Off Town Bridge

Pontypool

Torfaen

NP4 6DH

**Who we are and what we do**

We are a GMS GP Practice based in Pontypool, with three sites covered. The main site is Pontypool Medical Centre, Off Town Bridge in Pontypool, and there are two other sites, one based in Goytre and another in New Inn.

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

**EXAMPLE:**

1. Pontypool Medical Centre *has 18352 patients in the North Torfaen Area.*
2. *The practice was formed in October 2023*
3. *Practice details and our opening times are published on our website, this information be accessed via www.pontypoolmedicalcentre.co.uk*
4. *The following people work in the Practice*

***Partners: 0***

***Salaried GPs: 6***

***ANPs: 4***

***Paramedic: 1***

***Pharmacist: 2***

***Nurses: 5***

***HCSW: 2***

***Admin Staff: 26***

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

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

1. *Pontypool Medical Centre receives money from NHS Wales according to its contract for national General Medical Services in exchange for services provided for patients.*
2. *Financial information cannot be released because it is confidential.*

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

Our priority is to provide a high quality, safe and accessible service to all patients, whilst promoting health education as well.

**How we make decisions**

*Pontypool Medical Centre has a committee that is made up of the senior partners and management.*

*The Committee meets regularly.*

**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*

*2) All policies and procedures are available for viewing, upon request in writing, please contact the Practice Manager – enquiries.w93058@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 www.pontypoolmedicalcentre.co.uk This will give you all the information and contact details needed to lodge a complaint.*

Lists and Registers

N/A

**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*
* *Minor Surgery*
* *Drug and Alcohol Services*
	1. *Charges for our private services (including medical reports and travel vaccinations) are available upon request.*

**Additional - Disclosure Log**

# A disclosure log is used to publish any previous FOI requests and the response to these.

**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 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.