

## Information available from Park Surgery under the Freedom of Information Act model publication scheme

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 (e.g. hard copy or website)	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>		
Doctors in the practice	<p><i>Dr D Kandhai</i> <i>Dr P Agarwal</i> <i>Dr S Mankal</i></p>	<p><i>Free of charge online or practice leaflet</i></p>
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	<p><i>Tel: 01633 277442</i> <i>Fax: 01633 290708</i> <i>www.park-surgery.co.uk</i> <i>enquiries@gp-w93040.wales.nhs.uk</i></p>	<p><i>Free of charge online or practice leaflet</i></p>
Opening hours	<p><i>Monday to Friday</i> <i>8.00 – 6.30</i> <i>For Out of Hours service</i> <i>please call 0845 000 1111</i></p>	<p><i>Free of charge online or practice leaflet</i></p>
Other staffing details	<p><i>Practice Manager – Michele Richards</i> <i>Further staff details are available on request at reception or on our website</i></p>	<p><i>Free of charge online or practice leaflet</i></p>

<p><b>Class 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	
<p>Total cost to the PCT/LHB/HSSB of our contracted services.</p>	<p>Available on request from Practice Manager</p>
<p>Audit of NHS income</p>	<p>Available on request from Practice Manager</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections Plans for the development and provision of NHS services</p>	<p>£1.00 fee</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous year as a minimum</p>	
<p>Records of decisions made in the practice affecting the provision of NHS services</p>	<p>Available on request from Practice Manager</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (mark “not held” against any policies not actually held)</p>	
<p>Policies and procedures about the employment of staff</p>	<p>Available on request from Practice Manager</p>
	<p>Maximum £1.00 each</p>

Internal instructions to staff and policies relating to the delivery of services	Available on request from Practice Manager	Maximum £1.00 each
Equality and diversity policy	Available on request from Practice Manager or online	Online copy free Hard copy £1.00
Health and safety policy	Available on request from Practice Manager or online	Online copy free Hard copy £1.00
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on request from Practice Manager or online	Online copy free Hard copy £1.00
Records management policies (records retention, destruction and archive)	Available on request from Practice Manager or online	Online copy free Hard copy £1.00
Data protection policies	Available on request from Practice Manager or online	Online copy free Hard copy £1.00
Policies and procedures for handling requests for information	Available on request from Practice Manager or reception	Online copy free Hard copy £1.00
Patients' charter	Available on request from Practice Manager	Online copy free Hard copy £1.00
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None Held	N/A

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)          Current information only</p>	
<p>The services provided under contract to the NHS</p>	<p>Available on request from Practice Manager</p> <p>Online copy free          Hard copy £1.00</p>
<p>Charges for any of these services</p>	<p>10p per page</p>
<p>Information leaflets</p>	<p>Describe here charges, i.e. photocopying etc.          Information available on request from DXS</p> <p>Free of charge</p>
<p>Out of hours arrangements</p>	<p>Please see our '<a href="#">Home Page</a>' or information leaflets</p> <p>Free of charge</p>

*Please note: If you are unable to access information through the website paper copies are available, although charges may apply, please contact the Practice Manager for further details*