

## Information available from Waunfawr Surgery under the Freedom of Information Act Publication Scheme

This Publication Scheme is designed to signpost individuals to information we proactively release as and when it becomes available. Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

All the information we proactively release below is available free of charge. This Publication Scheme contains seven classes of information, and it is a useful place to start looking for information about Waunfawr 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 e-mail the surgery [reception@w94039@wales.nhs.uk](mailto:reception@w94039@wales.nhs.uk) or write to The Practice Manager, Waunfawr Surgery, Liverpool House, Waunfawr, LL55 4YY.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Waunfawr surgery is conducted as a partnership and is located at Liverpool House, Waunfawr, Caernarfon. We also have a branch surgery at Station Road, Llanrug, Caernarfon and provide medical services on behalf of the NHS.	Practice leaflet and website.	
Doctors in the practice	Dr Esyllt Llwyd Dr Huw Gwilym Dr Siwan Gwilym Dr Gwilym Pritchard Dr Ffion Jones	N/A
Contact details for the practice	Tel: 01286 650223 / Fax: 01286 650714 Web site address - <a href="http://www.meddygfawaunfawr.co.uk">www.meddygfawaunfawr.co.uk</a> E-mail - <a href="mailto:Reception.W94039@wales.nhs.uk">Reception.W94039@wales.nhs.uk</a>	N/A

Opening hours	<p><b>Waunfawr:</b> Monday – Friday 8.00 – 18.30</p> <p><b>Llanrug</b> Monday 15.00 – 17.30 Tuesday 9.00 – 12.00 &amp; 13.00 – 16.00 Wednesday – Friday 8.00 – 12.00</p> <p><b>Emergency Number</b> Telephone 01286 650223 between 8.00 and 18.30, Monday to Friday.</p> <p><b>Out of Hours Service</b> If you need urgent treatment where you cannot wait for the surgery to open, phone <b>111</b> between 18.30 and 8.00am on weekdays and all weekend and bank holidays.</p>	N/A
Other staffing details	Practice Manager – Tegwen Hughes Further staff details are available on request from the Practice Manager or our website <a href="http://meddygfawaunfawr.co.uk">Doctors and staff (meddygfawaunfawr.co.uk)</a>	N/A
<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)</p>	<p>The Waunfawr General Practice receives funding from Betsi Cadwaladr University Health Board according to its contract in exchange for services provided for patients.</p> <p>The total income received from the NHS before expenses in the year 2022/23 was £2,193,751 and in 2023/24 was £2,085,708 The sum spent on drugs prescribed by the Waunfawr General Practice in 2022/23 was £825,778 and in 2023/24 was £784,196.00.</p>	

	<p>The remaining total income does not constitute a salary and business overheads are also deducted from this total.</p> <p>Certain information may be withheld if it is considered to be confidential, commercial or prejudicial to the conduct of the Practice's affairs.</p> <p>As the majority of our income is provided from services to the NHS it is expected that it will remain at the same level as previous years.</p>	
Total cost to the LHB of our contracted services.	Available on request from the Practice Manager	N/A
Audit of NHS income	None held	N/A
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Plans for the development and provision of NHS services	Available on request from the Practice Manager	N/A
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>		
Records of decisions made in the practice affecting the provision of NHS services	Available on request from the Practice Manager	N/A

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only (mark “not held” against any policies not actually held)</p>		
Policies and procedures about the employment of staff	Available on request from the Practice Manager	N/A
Internal instructions to staff and policies relating to the delivery of services	Available on request from the Practice Manager	N/A
Equality and diversity policy	Available on request from the Practice Manager	N/A
Health and safety policies	Available on request from the Practice Manager	N/A
Complaints procedures	Please see our website or practice leaflet.	N/A
Records management policies (records retention, destruction and archive)	Available on request from the Practice Manager	N/A
Data protection policies	Available on request from the Practice Manager	N/A
Policies and procedures for handling requests for information	Available on request from the Practice Manager	N/A
Patients’ charter	Available on request from the Practice Manager	N/A
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
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)</p> <p>Current information only</p>		
<p>The services provided under contract to the NHS</p>	<p>In addition to the requisite medical services we provide a wide range of services including:- minor surgery, cervical cytology, contraceptive, maternity, immunisation and counselling. We also have a Child Health Surveillance and Immunisation clinic for babies 3 times a month which is attended by our local Health Visitor. (First, second and third Wednesday of the month in Llanrug).</p>	
<p>Charges for any of these services</p>	<p>Work Related Required Vaccines</p>	<p>N/A</p>
<p>Information leaflets</p>	<p>Various</p>	<p>N/A</p>
<p>Out of hours arrangements</p>	<p>Please see our website or practice leaflet</p>	<p>N/A</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.*