

Information available from Waunfawr 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	Cost
<p>Class 1 - Who we are and what we do 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.</p>	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 – www.meddygfawaunfawr.co.uk E-mail – Reception.W94039@wales.nhs.uk	N/A
Opening hours	Monday, Tuesday and Thursday 8.00 – 18.30 Wednesday 8.00 – 18.00 and Friday 8.00 – 16.00 IN EMERGENCY If calling between 16.00 and 18.30 on Wednesday and Friday please call 07867 671647.	N/A

	<p>Or between 17.30 and 18.30 on Monday, Tuesday and Thursday.</p> <p>For Out of Hours service please call 0300 123 5566.</p>	
Other staffing details	<p>Practice Manager – Tegwen Hughes Further staff details are available on request from the Practice Manager or our website</p>	N/A
<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>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 2018/19 was £1,706,688 and in 2019/20 was £1,755,739. The sum spent on drugs prescribed by the Waunfawr General Practice in 2018/19 was £594,277 and in 2019/20 was £660,501.</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</p>	

	expected that it will remain at the same level as previous years.	
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
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		
Plans for the development and provision of NHS services	Available on request from the Practice Manager	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous year as a minimum		
Records of decisions made in the practice affecting the provision of NHS services	Available on request from the Practice Manager	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only (mark “not held” against any policies not actually held)		
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 policy	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
Class 6 – Lists and Registers		
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
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
Current information only		

The services provided under contract to the NHS	In addition to the requisite medical services we provide a wide range of services including:- minor surgery, cervical cytology, contraceptive, maternity, immunisation, counselling and vaccines for travellers. 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).	
Charges for any of these services	Travel vaccines – fees available on request	Various
Information leaflets	Various	N/A
Out of hours arrangements	Please see our website or practice leaflet	N/A

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.