



Freedom of Information Act 2000

Introduction

This is a guide to the information available from Morlais Health providing medical services under contract to NHS Wales and the Freedom of Information Act model publication scheme. Information covered by this scheme is only about the primary medical services we provide under contract to NHS Wales.

Rights of Access to Information

The Freedom of Information Act does not cover your right to access your medical records. If you wish to view this information then contact the Practice on 01685 385339.

Classes of Information

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		



Doctors in the practice	Practice Website	Free of Charge
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Practice Website	Free of Charge
Opening hours	Practice Website	Free of Charge
Other staffing details	Practice Website	Free of Charge
Meetings specifically with pharmaceutical companies and other medical suppliers. We would expect as a minimum that this information should include the name of the company, the date and, if appropriate, the name of the member(s) of staff attending (if recorded), together with a general indication of the category of meeting, for example marketing or promotion. The names of staff attending should include any senior managers and any medically qualified staff if this information is recorded.	Hard copy upon request	Free of Charge
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) Current and previous financial year		
Details on NHS Wales funding received by the practice. We would expect practices to consider publishing as much information as practically possible including as much detail as possible.	Hard copy upon request	Free of Charge



Audit of NHS Wales income	Hard copy upon request	Free of Charge
Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy upon request	Free of Charge
List and value of contracts awarded by the practice. We would normally only expect the practice to publish details of contracts that are of sufficient size to have gone through a formal tendering process.	Hard copy upon request	Free of Charge
Staff allowances and expenses that can be incurred or claimed, with totals paid to senior staff members (for the purpose of this document, senior staff are defined as partners or equivalent level), by references to categories.	Hard copy upon request	Free of Charge
Pay policy	Hard copy upon request	Free of Charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Plans for the development and provision of NHS Wales services	Hard copy upon request	Free of Charge
Performance data including performance against targets	Hard copy upon request	Free of Charge
Inspection reports by regulators.	Hard copy upon request	Free of Charge
Class 4 – How we make decisions (Decision making processes and records of decisions)		

Records of decisions made in the practice affecting the provision of NHS/ services.	Hard copy upon request	Free of Charge
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current Information Only		
Policies and procedures about customer service	Not held	
Internal instructions to staff and policies relating to the delivery of services	Hard copy upon request	Free of Charge
Policies and procedures about the recruitment and employment of staff	Hard copy upon request	Free of Charge
Equality and diversity policy	Hard copy upon request	Free of Charge
Health and safety policy	Hard copy upon request	Free of Charge
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy upon request	Free of Charge
Records management policies (records retention, destruction and archive)	Not held	



Data protection policies	Hard copy upon request	Free of Charge
Policies and procedures for handling requests for information	Hard copy upon request	Free of Charge
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	None held	
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 Wales	Practice Website	Free of Charge
Charges for any of these services	Practice Website	Free of Charge
Information leaflets	Practice Website	Free of Charge



Morlais
HEALTH CENTRES

Out of hours arrangements	Practice Website	Free of Charge
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