

Information available from Cadwgan 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
Class 1 - Who we are and what we do Cadwgan Surgery – General Practice – Doctor’s Surgery 11 Bodelwyddan Avenue Old Colwyn Conwy LL29 9NP		
Doctors in the practice	<i>Dr Roberts Dr Parry Dr Stone Dr Ratchford Dr Williamson Dr Lansberry Dr Jones Dr Burke Dr M Michael (salaried GP)</i>	N/A
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	<i>Tel: 01492 515787 Fax:01492 513270 Web site address: www.cadwgansurgery.org</i>	N/A
Opening hours	<i>Monday to Friday 8.00am – 6.30pm For Out of Hours service please call 0300 123 5566</i>	N/A
Other staffing details	<i>Practice Manager – Mrs Shelagh Hughes Further staff details are available on request from the Practice Manager or</i>	N/A

	<i>our website</i>	
Class 2 - What we spend and how we spend it		
Current and previous financial year as a minimum		
Total cost to the PCT/LHB/HSSB of our contracted services.	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Audit of NHS income	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
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	<i>Please see our website</i>	<i>N/A</i>
Class 4 – How we make decisions		
Current and previous year as a minimum		
Records of decisions made in the practice affecting the provision of NHS services	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Class 5 – Our policies and procedures		
Policies and procedures about the employment of staff	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Internal instructions to staff and policies relating to the delivery of services	<i>Available on request from the Practice Manager</i>	<i>N/A</i>

Equality and diversity policy	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Health and safety policy	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>Please see our website</i>	<i>N/A</i>
Records management policies (records retention, destruction and archive)	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Data protection policies	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Policies and procedures for handling requests for information	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Patients' charter	<i>Please see our website</i>	<i>N/A</i>
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)	<i>None held</i>	<i>N/A</i>
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
The services provided under contract to the NHS	<i>Please see our website</i>	
Charges for any of these services	<i>Please see our website</i>	
Information leaflets	<i>Please see our website</i>	
Out of hours arrangements	<i>Please see our website or information leaflets</i>	

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.