



# Publication Scheme

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## Introduction

This example publication scheme has been created to outline the types of information that the Practice is expected to publish. The example is based upon the ICO model publication scheme and is broken down into the classes of information required under the Freedom of Information Act 2000. It is recommended that this is laid out in its own section of your Practice's website, with the below headings listed.

## Your Rights to Information

The Freedom of Information Act (FOI) 2000 provides members of the public with the right access information held by public authorities.

Public authorities are required to routinely publish certain information to the public as part of its normal business activities. This is known as a publication scheme.

The Ystwyth Medical Group Publication Scheme is designed to signpost individuals to information we proactively release as and when it becomes available. The aim of this is to explain what information the practice makes available to the public and where possible to provide an easy method of accessing it.

The Publication Scheme contains seven classes of information, as follows, and information falling into each of these classes is published on our practice website:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing
- How we make decisions
- Our policies and procedures
- Register of members' interests
- Services we offer

All the information we proactively release is available free of charge on our website. Our publication scheme is a useful place to start if you're looking for information about Ystwyth Medical Group 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 email contact the practice Ystwyth Medical Group or write to:

Ystwyth Medical Group  
Parc y Llyn  
Llanbadarn Fawr  
Aberystwyth  
Ceredigion  
SY23 3TL

## Who we are and what we do

This section of your scheme would include information regarding:

- Organisational information

- locations and contacts

This may include information relating to the structure of the practice, members of staff, locations and opening times.

- 1) *Ystwyth Medical Group has approximately 8770 patients in the North Ceredigion cluster Area. We are also a member of the North Ceredigion Cluster which is made up of 7 separate Practices. The cluster Practices can be found on this website: [www.ystwythmedicalgroup.co.uk](http://www.ystwythmedicalgroup.co.uk)*
- 2) *Practice details and our opening times are published on our website*
- 3) *The people who work in the Practice are listed on our website*

*Other information is available on the practice notice boards in the waiting area.*

## **What our priorities are and how we are doing**

- 1) *Currently our top priority ensuring that patients have numerous means of access to our clinical team. These include advance telephone and face to face appointments as well as remote access via e-consult.*
- 2) *We are currently working closely with our colleagues in the North Ceredigion Cluster to develop and improve services for patients in the local area.*
- 4) *We were last inspected by Healthcare Inspectorate Wales in 2022 a copy of the inspection report is available here [Ystwyth Primary Care Centre | Healthcare Inspectorate Wales \(hiw.org.uk\)](http://www.hi.wales.nhs.uk)*

## **Our Policies and Procedures**

*Links to our Policies and Procedures can be found on our website*

## **Lists and Registers**

- 1) *The Practice operates several CCTV cameras covering the car park and entrance to the Practice as well as the waiting area. A link to the policy can be found on our website.*

## **The services we offer**

- 1) *In addition to routine and emergency services, we offer a large range of services, details of which can be found on our website.*
- 2) *Charges for our private services (including medical reports and travel vaccinations) are published on request or in our reception area*

## **Additional - Disclosure Log**

A disclosure log is used to publish any previous FOI requests and the response to these.

## **The method by which information published under this scheme will be made available**

The practice will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the practice, information will be provided on the website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the practice will assist to provide the information in the format it has been requested or offer an alternative method for it to be obtained.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the practice for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Generally, only the following charges can be made:

- the costs directly incurred as a result of viewing information, photocopying, postage and packaging
- fees permitted by other legislation; and
- for information produced commercially, for example, a book, map or similar publication that you intend to sell and would not otherwise have produced.