

## Information available from Builth Wells and Llanwrtyd Medical Practice, 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
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Doctors in the practice	<p><i>Dr R Walters</i> <i>Dr A Wallace</i> <i>Dr H Christley</i> <i>Dr J Jansen-Bowen</i> <i>Dr R Hegedus</i></p>	N/A
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	<p><i>Tel: 01982 554046 (Builth)</i> <i>01591 610257 (Llanwrtyd)</i> <i>Fax: 01982 553826 (Builth)</i> <i>01591 610841 (Llanwrtyd)</i> <i>Web site</i> <i>address. <a href="http://www.builthsurgery.co.uk">www.builthsurgery.co.uk</a></i></p>	N/A
Opening hours	<p><i>Monday to Friday</i> <i>8.30 – 6.00 (Builth)</i> <i>Branch Surgery daily in accordance with surgery times –Monday and Thursday 2.00 – 5.30 and Tuesday, Wednesday and Friday 8.30 – 1.00</i> <i>Out of Hours service – telephone calls are redirected. 08450 20 21 31</i></p>	N/A

Other staffing details	<i>Practice Manager – Jane Stephens Further staff details are available on request from the Practice Manager or our website</i>	<i>N/A</i>
<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)		
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>
<b>Class 3 – What our priorities are and how we are doing</b> (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>
<b>Class 4 – How we make decisions</b> (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	<i>Available on request from the Practice Manager</i>	<i>N/A</i>

<b>Class 5 – Our policies and procedures</b> (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	<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>Please see our website</i>	<i>N/A</i>
Health and safety policy	<i>Please see our website</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>Please see our website</i>	<i>N/A</i>
Policies and procedures for handling requests for information	<i>Please see our website</i>	<i>N/A</i>
Patients’ charter	<i>Please see our website</i>	<i>N/A</i>
<b>Class 6 – Lists and Registers</b>		
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>
<b>Class 7 – The services we offer</b> (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	<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 or reception</i>	
Out of hours arrangements	<i>Please see our website or information leaflets</i>	<i>N/A</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.*