



Old School Surgery Group Practice

Adapted from template NWIS document with thanks.

FREEDOM OF INFORMATION PUBLICATION SCHEME

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Target audience:	Practice Team Members Registered patients General Public



Your Rights to Information

In addition to accessing the information identified in the publication Scheme, you are entitled to request information about Old School Surgery Group Practice under the NHS Openness Code 1995.

The Freedom of Information Act 2000 recognises that members of the public have the right to know how public services are organised and run, how much they cost and how the decisions are made.

From January 1st 2005 it obliges the Practice to respond to requests about information that it holds, and is recorded in any format and it will create a right of access to that information. These rights are subject to some exemptions, which must be taken into consideration before deciding what information it can release.

Note: The scheme is only for information held as a public authority and does not include any information that is not held, is held for other purposes or would be exempt from release.

Class 1: Who we are and what we do

Old School Surgery Group Practice is a GP Surgery providing primary care services to registered patients living in our practice area. Our practice area covers all of Pontyclun, Llanharry, Miskin and any residences in-between these. Our practice boundary extends as far as Penygawsi, Groesfaen (to the Dynevor Arms), Talygarn and Hensol. A detailed map of our practice area can be provided on request.

Our Practice Booklet and Practice Website www.pontyclunsurgery.co.uk have information about the team working from the practice and the services we offer.

We are part of the Taff Ely Primary Care Cluster Network, you can find out more about how we work together with other GP surgeries and colleagues in other healthcare services here www.taffelycluster.com.

The Practice is an independent contractor providing NHS services on behalf of NHS Wales; we operate under the umbrella of Cwm Taf Morgannwg UHB www.cwmtafmorgannwg.wales



Class 2: What we spend and how we spend it

Old School Surgery Group Practice receives money from NHS Wales according to its contract for national General Medical Services (nGMS) in exchange for services provided for patients. As well as this core contract, we receive additional payments for NHS services provided outside of the nGMS contract such as vaccinations and we also receive funding to support the maintenance and running of the practice premises. Payments are made to the practice on a monthly basis.

There may be circumstances where material cannot be released because it is confidential or commercial information or the appropriate officer designated for these purposes, under the Act, has taken the view that it may be prejudicial to the conduct of the Practice's affairs.

If this is the case, we will respond to your FoI request with a formal letter acknowledging the reasons why we are unable to give you this information.

We have some contracts in place for services to be provided to us:-

- SRCL (Stericycle) – disposal of our clinical waste www.stericycle.co.uk
- Cathedral Hygiene – disposal of sanitary waste www.cathedralhygiene.co.uk
- Shredding Alliance – secure destruction of confidential paperwork www.theshreddingalliance.co.uk
- Clean-mate – cleaning services
- BOC – oxygen cylinder maintenance
- Croner – HR/H&S advice and training



Class 3: What our priorities are and how we are doing

In 2017 we fully refurbished our branch surgery in Llanharry and we have made significant improvements to the main site in Pontyclun including replacing flooring throughout the downstairs clinical areas, upgrading toilets and kitchen areas and essential repairs to the roofing.

We welcome feedback from our patients on our services to help us in our decision making.

Class 4: How we make decisions

The 7 GP Partners own and run The Practice. Whilst day to day decisions may be made by other members of the practice team, the GP Partners steer the strategic direction of The Practice and need to approve any significant decisions.



Class 5: Our Policies and Procedures

General policies and procedures in use within the practice include, but are not restricted to:

Health and Safety

Infection Control

Information Governance

HR and employment

Clinical Governance

Patient Group Directives

All policies and procedures are available for viewing, upon request in writing, please contact the Practice Manager (practice.manager.w95025@wales.nhs.uk)

If you have a complaint or concern about the service you have received from the doctors or any of the staff working in this practice, please let us know. We operate a complaints procedure as part of the NHS system. Our complaints system is in line with the “Putting Things Right” legislation which covers all of NHS Wales.

Class 6: Lists and Registers

A number of the GP Partners are qualified as GP Trainers; this means that they are approved to supervise the training of new GPs.

We do hold a gifts register at the practice, we do not accept substantive gifts from patients, drug reps or any other individual/organisation.

Our hardware and software assets registers are held by Digital Health and Care Wales (DHCW) as they own and manage all our hardware and software.

Class 7: The services we offer

Please refer to our practice booklet for a full list of the clinics and services we are able to offer to our registered patients.



Additional - Disclosure Log

We received a FOI request in March 2023 from “Taxpayers Alliance” (this was a request sent to all GP surgeries across Wales) which related to referrals made by the practice to the Welsh Gender Service. Advice was sought from the Data Protection Officer Support Service at DHCW, and a section 40 exemption was applied. A copy of the response sent from the practice can be viewed on request.