

**Publication Scheme**

**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 Tylorstown Group Practice 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](https://www.england.nhs.uk/contact-us/pub-scheme/what-we-do/)
* [What we spend and how we spend it](https://www.england.nhs.uk/contact-us/pub-scheme/spend/)
* [What are our priorities and how we are doing](https://www.england.nhs.uk/contact-us/pub-scheme/priorities/)
* [How we make decisions](https://www.england.nhs.uk/contact-us/pub-scheme/decisions/)
* [Our policies and procedures](https://www.england.nhs.uk/contact-us/pub-scheme/pol-proc/)
* [Register of members’ interests](https://www.england.nhs.uk/publication/our-board-members-register-of-interests/)
* [Services we offer](https://www.england.nhs.uk/contact-us/pub-scheme/services/)

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 Tylorstown Group Practice, 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 Clinical.Enquiries.W95019@wales.nhs.uk or write to:

Tylorstown Group Practice

Ferndale Road

Tylorstown

CF43 3HB

**Who we are and what we do**

Tylorstown Group Practice has c,6000 patients in the Rhondda Area. We are also a member of the North Rhondda Cluster which is made up of 11 separate Practices. The cluster Practices can be found on this website: <https://rhonddacluster.co.uk/>

Practice details, information about our Practice team and our opening times are published on our website, this information can be accessed via <https://www.tylorstowngrouppractice.co.uk/homepage>

Other information is available on the practice notice boards and display tables in the waiting areas.

**What we spend and how we spend it**

The Practice receives money from NHS Wales according to its contract for national General Medical Services in exchange for services provided for patients.  This information can be obtained on request in writing to the Practice Manager.

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 do not wish to publish our annual salaries, but they are available on request.

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

We are currently working closely with our colleagues in the North Rhondda Cluster to develop and improve services for patients in the local area. Our cluster plan can be found here <https://primarycareone.nhs.wales/cluster-area/cwm-taf-morgannwg-uhb/>

**How we make decisions**

Decision making at the practice is undertaken by the partnership facilitated by the Practice Manager.

Practice meetings occur on a Quarterly basis.  Meeting minutes can be made available on request, subject to FOI.

**Our Policies and Procedures**

Our policies and procedures are published on our website. These can be accessed via the practice policies page at  <https://www.tylorstowngrouppractice.co.uk/homepage>

Lists and Registers

None held.

**The services we offer**

In addition to routine and emergency services, we offer the following range of services under contract to the NHS:

* Contraceptive Services
* Minor Surgery

Charges for our private services are available on request.