



Information available from Dr J Knight & Partners under the Freedom of Information Act model publication scheme

(revised October 2013)

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	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Doctors in the practice	<i>Dr Janet Knight Dr Robert Tanner Dr Alison Hughes Dr Victoria Edwards Dr Alec Jones Dr Dan Cooper Dr Jessica Roberts Dr Alaw Morgan</i>	N/A
Contact details for the practice	<i>Tel: 01978 860625 - Llangollen Tel: 01691718568 - Glyn Ceiriog Web site address - www.llangollenhealth.com</i>	N/A
Opening hours	<i>Practice website Practice Leaflet</i>	Free of charge
Other staffing details	<i>Practice Manager – Tessa Orton-</i>	N/A

	<i>Jones</i>	
	<i>Further staff details are available on request from the Practice Manager or our website</i>	
Class 2 - What we spend and how we spend it (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>Price on application</i>
Audit of NHS income	<i>Available on request from the Practice Manager</i>	<i>Price on application</i>
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Plans for the development and provision of NHS services	<i>Available on request from the Practice Manager</i>	<i>Price on application</i>
Class 4 – How we make decisions (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>Price on application</i>

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures about the employment of staff	<i>Available on request from the Practice Manager</i>	<i>Price on application</i>
Internal instructions to staff and policies relating to the delivery of services	<i>Available on request from the Practice Manager</i>	<i>Price on application</i>
Equality and diversity policy	<i>Available on request from the Practice Manager</i>	<i>Price on application</i>
Health and safety policy	<i>Available on request from the Practice Manager</i>	<i>Price on application</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>Please see our website or complaints leaflet</i>	<i>N/A</i>
Records management policies (records retention, destruction and archive)	<i>Available on request from the Practice Manager</i>	<i>Price on application</i>
Data protection policies	<i>Available on request from the Practice</i>	<i>Price on application</i>
Policies and procedures for handling requests for information	<i>Available on request from the Practice Manager</i>	<i>Price on application</i>
Patients' charter	<i>Displayed in reception area</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) Current information only		
The services provided under contract to the NHS	Practice Leaflet Practice website	<i>Free of charge</i>
Charges for any of these services	Prices available at reception by request	<i>Free of charge</i>
Information leaflets	<i>Hard copies available from reception</i>	<i>Free of charge</i>
Out of hours arrangements	<i>For Out of Hours service please call 111</i> <i>Please see our website or practice leaflet for further information.</i>	N/A

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.