**Information available from Shotton Lane Surgery 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.

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| **Information to be published** | **How the information can be obtained**  Request a copy from reception or visit our web site. | **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 | **Dr Rosa Gil-Candon**  **Dr Peter Hedges**  **Dr Sarah Jill Douglass** | *Free of charge* |
| Contact details for the practice (named contacts where possible with telephone number and email address (if used)) | **Tel : 01244 812094**  **01244 814455**  **Fax: 01244 811728**  [**www.shottonlanesurgery.co.uk**](http://www.shottonlanesurgery.co.uk) | *Free of charge* |
| Opening hours | **Monday to Friday**  **8.30 –– 18:00**  **North Wales GP Out of Hours service**  **please call 01244 834999** | *Free of charge* |
| Other staffing details | **Practice Manager**  **Mrs Kath Evans**  **Practice Nurse**  **Nurse Helen Evans**  **Nurse Joanne Williams**  **Reception and Administration Staff**    **Receptionists**  **Mrs Pauline Wallace**  **Mrs Susan Welcomme**  **Mrs Wendy Dykins Mrs Helen Morris**  **Mrs Sharon Watton**  **Mrs Gail Mason**    **Reception/Phlebotomy**  **Mrs Julie Bennett**    **Administrative & clerical**  **Mrs Jill Massey**  **Mrs Lisa Madhavan**  **Mrs Kerry Lane** | *Free of charge* |
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| **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 LHB of our contracted services. | For the period 2004 - 2005 Shotton Lane Surgery received NHS income of £734,376. Prescribing costs for the period 2004 – 2005 were £1,302,653.  For the period 2005 - 2006 Shotton Lane Surgery received NHS income of £847,304. Prescribing costs for the period 2005 – 2006 were £1,223,031.  For the period 2006 - 2007 Shotton Lane Surgery received NHS income of £866,690. Prescribing costs for the period 2006 – 2007 were £1,233,300.  For the period 2007 - 2008 Shotton Lane Surgery received NHS income of £841,012 Prescribing costs for the period 2007 – 2008 were £1,233,497.  For the period 2008 - 2009 Shotton Lane Surgery received NHS income of £842,312. Prescribing costs for the period 2008 – 2009 were £1,202.438.  For the period 2009 - 2010 Shotton Lane Surgery received NHS income of £825,780. Prescribing costs for the period 2009 – 2010 were £1,199,544.  For the period 2010 - 2011 Shotton Lane Surgery received NHS income of £847,510. Prescribing costs for the period 2010 – 2011 were £1,200,560.  For the period 2011 - 2012 Shotton Lane Surgery received NHS income of £866,947. Prescribing costs for the period 2011 – 2012 were £1,202,863.  For the period 2012 - 2013 Shotton Lane Surgery received NHS income of £858,637. Prescribing costs for the period 2012 – 2013 were £1,154,712.89  For the period 2013-2014 Shotton Lane Surgery received NHS income of £877,387 Prescribing costs for the period 2013-2014 were £1,142,500  For the period 2014-2015 Shotton Lane Surgery received NHS income of £880,665 Prescribing costs for the period 2014-2015 were £1,193,457  For the period 2015-2016 Shotton Lane Surgery received NHS income of £895,356 Prescribing costs for the period 2015-2016 were £1,250,147  For the period 2016-2017 Shotton Lane Surgery received NHS income of £981,145 Prescribing costs for the period 2016-2017 were £1,215,060 | *Free of charge* |
| Audit of NHS income | None available | *Free of charge* |
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| **Class 3 – What our priorities are and how we are doing**  (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 | *None at present, lack of space means we are unable to offer extra to that what we already provide.* | *Online copy free*  *Hard copy £1.00* |
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| **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 |  | *Free of charge* |
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| **Class 5 – Our policies and procedures**  (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 | *Available on request from reception* | *Maximum £1.00 each* |
| Internal instructions to staff and policies relating to the delivery of services | *Available on request from reception* | *Maximum £1.00 each* |
| Equality and diversity policy | *available on request from reception* | *Online copy free*  *Hard copy £1.00* |
| Health and safety policy | *available on request from reception* | *Online copy free*  *Hard copy £1.00* |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | *available on request from reception* | *Online copy free*  *Hard copy £1.00* |
| Records management policies (records retention, destruction and archive) | *available on request from reception* | *Online copy free*  *Hard copy £1.00* |
| Data protection policies | *available on request from reception* | *Online copy free*  *Hard copy £1.00* |
| Policies and procedures for handling requests for information | *available on request from reception* | *Online copy free*  *Hard copy £1.00* |
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| **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) | *None Held* | *N/A* |
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| **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 | **General Medical Services**  **Chronic Disease management for Diabetes, Asthma, Chronic Obstruction Pulmonary Disease (COPD), Hypertension, Stroke.**  **Cervical cytology screening**  **Childhood Immunisation and Child Health clinics (Including vaccination catch-up programmes.)**  **Post Natal and Ante Natal services**  **Audiology testing**  **ECG tests**  **Travel advice and vaccination**  **Phlebotomy service**  **nGMS contract Quality and Outcomes Framework**  **Enhanced services for:**  **Minor surgery, INR monitoring, Shared care scheme for Near patient testing (therapeutic medication monitoring), Influenza and Pneumococcal vaccination, Contraceptive injections, Zoladex injections, MMR injections.**  **Learning Disabilities, Care of People with Mental Illness and IM&T are all Directed**  **COPD ENHANCED**  **SHINGLES**  **Smoking cessation** | *Online copy free*  *Hard copy £1.00* |
| Charges for any of these services | *Describe here charges, i.e. photocopying etc.* | *Free of charge* |
| Information leaflets | [**www.patient.uk**](http://www.patient.uk) **have an excellent series of leaflets for patients. Visit our web site**  [**www.shottonlanesurgery.co.uk**](http://www.shottonlanesurgery.co.uk) **for a link to this site.** | *Free of charge* |
| Out of hours arrangements | **North Wales GP Out of Hours service**  **please call 03001235566** | *Free of charge* |
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*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*