



Gwasanaeth Cefnogi
Swyddog Diogelu Data
**Data Protection Officer
Support Service**

IGDC • DHCW

Introduction

This example publication scheme has been created to outline the types of information that the organisation is expected to publish. The scheme commits those providing general ophthalmic services under contract to the NHS to make information available to the public as part of its normal business activities. It allows the organisation to be open and transparent, making information under Freedom of Information Act 2000 and environmental information easily and routinely available. By incorporating environmental information into your publication scheme such as policies, plans and procedures relating to the environment, reports on the state of the environment or risk assessments the practice holds, you will also meet your responsibilities to proactively publish environmental information under the Environmental Information Regulations (EIR). The example is based upon the ICO model publication scheme and is broken down into the classes of information required under the Freedom of Information Act 2000. It is recommended that this is laid out in its own section of your website, with the below headings listed.

- Your Rights to Information
- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services we offer

The method by which information published under this scheme will be made available

The organisation should indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the organisation, information should be provided on the website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the organisation should assist to provide the information in the format it has been requested or offer an alternative method for it to be obtained.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the organisation for routinely published material should be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Generally, only the following charges can be made:

- the costs directly incurred because of viewing information, photocopying, postage and packaging
- fees permitted by other legislation; and
- for information produced commercially, for example, a book, map or similar publication that you intend to sell and would not otherwise have produced.



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 Penarth Eye Centre 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 organisation 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 website:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services we offer

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 Penarth Eye Centre 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 Freedom of Information Act 2000.

To make a Freedom of Information request, please contact info@penartheyecentre.co.uk or write to:

Penarth Eye centre, 7 Windsor Rd, Penarth CF64 1JB

Who we are and what we do

- 1) *Penarth Eye Centre was formed in 2000. We are commissioned by Cardiff and Vale University Health Board for the provision of NHS Services.*
- 2) *Our opening times, contact details and details of locations are published on our website, www.penartheyecentre.co.uk*
- 3) *The following people hold roles of responsibility within the organisation:*
Rebecca Griffin Optometrist/ contractor

What we spend and how we spend it



Penarth Eye Centre receives money from NHS Wales according to the Wales General Ophthalmic Services (WGOS)

The total income received from the NHS **before expenses** was £ 124017.55 for the year ending 31/3/2025.

For the previous financial year ending 31/3/2024 the total income received from the NHS **before expenses** was £86299.53.

For every sight test performed on behalf of the NHS, we receive a set fee, which is fixed nationally.

The current fees paid by the NHS for each service are available online. The most recent publication can be found at: [Statement of general ophthalmic services remuneration and fee directions](#)

What our priorities are and how we are doing

1) Our priorities for the development and provision of our NHS Services include:

- NHS sight tests/WGOS1 Eye examinations
- Cataract services
- Glaucoma services- WGOS4 filtering and monitoring
- Children's eye care
- WGOS 4 Medical Retina Filtering and Monitoring
- WGOS5 Independent Prescribing
- WGOS2 Urgent/Emergency Eye Examinations

How we make decisions

Decisions regarding the provision of NHS Services are made within the Optometry Practice by the Lead Optometrist. A record of significant decisions is available from the Lead Optometrist on request. The Lead Optometrist can be contacted by email: Rebecca.Griffin@wales.nhs.uk.

Our policies and procedures

This section provides information about current written protocols for delivering the organisation's functions and responsibilities. All policies and procedures need to be made easily available to staff and members of the public, it is recommended that they are published on your website. As a minimum you should list all policies and procedures and detail how these can be accessed. Additionally, information about your complaint's procedure should be included.

EXAMPLE

Our Policies and Procedures

General policies and procedures in use within the Penarth Eye Centre include, but are not limited to:

- *Information Governance*
- *Records Management*
- *Safeguarding*



- *Equality and Diversity*
- *Health and Safety*
- *Zero Tolerance*

All policies and procedures are available for viewing upon request in writing, please contact the Optometry Practice Lead Optometrist on Rebecca.Griffin@wales.nhs.uk.

If you have a complaint or concerns about the service you have received from Penarth Eye centre or any of the staff working in the organisation, please let us know. We operate a complaints procedure as part of the NHS system. Our complaints system meets national criteria.

Lists and registers

Penarth Eye centre operates two CCTV cameras covering the reception and waiting area and entrance to the optometry practice.

The services we offer

This should include advice and guidance, booklets and leaflets, transactions and media releases. A list of the services your practice can offer their Patients.

We provide the following NHS-funded services:

Routine eye examinations

Examination for urgent eye problems

Specialised and advanced care

Contact lens services

Optical dispensing

Glaucoma and retinal management

Emergency eye care

Additional - Disclosure Log

A disclosure log is used to publish any previous FOI requests and the response to these. For example, if someone asked you how often the site gets a deep clean, the information you give to them can be published in this area. This will be helpful when people are looking to submit an FOI request to your optometry practice, as they can check this log beforehand to see if the information they require has already been requested and published.

