

North Ayrshire Integration Joint Board

A GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

WORKING TOGETHER IN PARTNERSHIP

Contents

- SECTION 1 :** Introduction
- SECTION 2 :** About the Integration Joint Board
- SECTION 3 :** Accessing Information Under the Scheme
- SECTION 4 :** Information that we may withhold
- SECTION 5 :** Our Charging Policy
- SECTION 6 :** Copyright
- SECTION 7 :** Records Management Policy
- SECTION 8 :** Contact Details for Enquiries, Feedback & Complaints
- SECTION 9 :** Our Open Data

Section 1 : Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

North Ayrshire Integration Joint Board (IJB) became subject to the Freedom of Information (Scotland) Act 2002 (the FOI Act) on 1 April 2015.

North Ayrshire Integration Joint Board has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can view this scheme on North Ayrshire Health and Social Care Partnership webpage, located on North Ayrshire Council's website by accessing the link below :

<https://www.north-ayrshire.gov.uk/health-and-social-care/nahscp.aspx>

It is also available on the Scottish Commissioner's website at www.itspublicknowledge.info/

You can also contact us at the address below if you prefer a copy of the "Guide to Information Available Through the Publication Scheme" to be provided in a different format.

Stephen Brown, Chief Officer
North Ayrshire Integration Joint Board
Cunninghame House
IRVINE KA12 8EE
(01294) 317725



The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

Section 2 : About the Integration Joint Board

The Public Bodies (Joint Working)(Scotland) Act 2014 sets out a legal framework for integrating health and social care in Scotland. On 2nd April 2015 North Ayrshire Integration Joint Board was established to provide strategic leadership for management and delivery of the functions delegated to it as set out in the Integration Scheme.

The Integration Joint Board is made up of voting members, who are either Councillors of North Ayrshire Council or non-executive Directors of NHS Ayrshire and Arran, and non-voting members made up of persons nominated by the Council, the NHS Board, third sector bodies, users, carers and other key stakeholders. The Integration Joint Board is a separate legal entity from North Ayrshire Council and NHS Ayrshire and Arran and has full autonomy and capacity to act on its own behalf. Health and Social Care functions have been delegated to the Integration Joint Board from the Council and NHS Ayrshire and Arran.

Vision

All people who live in North Ayrshire are able to have a safe, healthy and active life.

Section 3 : Accessing Information Under the Scheme

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – See Section 5 : Our Charging Policy).

Information in our Guide to information will normally be available through the routes described below. “Section 10(?) : Classes of Information” provides more details on the information available under the Guide, along with additional guidance on how the information falling within each “class” may be accessed.

Online :

Most information listed in our Guide to Information is available to download from our webpage. In many cases a link within Section 10 : Classes of Information will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, please contact our Governance Officer (FOI) on (01294) 317846.

Email :

If the information you seek is listed in our Guide to Information but is not published on our webpage, we can send it to you by email, wherever possible.

When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By Phone :

All information in the guide will be available in hard copy form e.g., paper copies. Hard copies of information can be requested from us over the telephone. Please call us to request information available under this scheme.

By Post :

You can also request hard copies of any information in the Guide by post.

Please address your request to :

Governance Officer (FOI)
North Ayrshire Health & Social Care Partnership
Cunninghame House
IRVINE
KA12 8EE

When writing to use to request information, please include your full name and address, details of the information or documents you would like to receive, and any fee applicable (See Section 5 : Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Personal Visits

If you prefer to visit us to inspect the information, in limited cases you may be required to make an appointment to view the information. In such cases, this will be set out within Section 10 – Classes of Information, and contact details will be provided within the relevant class.

Advice and Assistance

If you have any difficulty identifying the information you want to access, then please contact us to help you.

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

Section 4 : Information that we may withhold

All information covered by our Guide to Information can either be accessed through our website or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner's Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in "Section 10 – Classes of Information". Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests or endanger the protection of the environment.

Information may also be withheld if it is another person's personal information and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this and will set out why that information cannot be released. Even where information is withheld it will, in many cases, be possible to provide copies with the withheld information edited out. If you wish to complain about any information which has been withheld from you, please refer to "Section 8 – Contact details for enquiries, feedback and complaints".

Section 5 : Our Charging Policy

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises or where it can be sent to you electronically by email.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so.

We will always tell you what the cost is before providing the information to you. We will not provide you with the information until payment has been received.

Photocopying charges are shown in the tables below:

Size of paper	Black & White Pence per sheet	Colour Pence per sheet
A4	10p	30p

Postage costs will be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.



Section 6 : Copyright

Where the Integration Joint Board holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where the IJB does not hold the copyright in information we publish, we will make this clear.

Section 7 : Records Management Policy

North Ayrshire IJB regards its records as a major asset of the organisation. It confirms that its records are one of the essential resources, which support management in the efficient and effective fulfilment of its governance, business and legal responsibilities. The Information Joint Board's Records Management Policy is currently under review but will be published in "Section 10 : Classes of Information – Class 5".

Section 8 : Contact details for enquiries, feedback and complaints

The Act requires that we review our publication scheme from time to time. As we have adopted the Model Publication Scheme, this means we will review our Guide to Information from time to time.

As a result we welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this Guide to Information, then please contact us.

Address: North Ayrshire Integration Joint Board Health & Social Care Partnership	Email: contactus@north-ayrshire.gov.uk
---	--



Governance Team 5 th Floor, West Wing Cunninghame House IRVINE KA12 8EE	Telephone: 01294 317846
---	--------------------------------

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

If you do wish to complaint about any aspect of the Guide then please contact us and we will try to resolve your complaint as quickly as possible.

Any complaint will be acknowledged within three working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under the Model Publication Scheme (as described in this Guide to Information) and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response.

These rights apply only to information requests made in writing or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and operates an enquiry service on Monday to Friday, 9.00 a.m., to 5.00 p.m.

The Commissioner's Office can be contacted on :

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
FIFE
KY16 9DS

Tel : 01334 464610

Email : enquiries@itspublicknowledge.info

Website : www.itspublicknowledge.info/YourRights

Section 9 : Our Open Data

North Ayrshire Integration Joint Board does not hold any additional data which is not already publicly available, either on our website at the links given above, or on request.

Classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes are :-

- Class 1 : About North Ayrshire IJB
- Class 2 : How we deliver our functions and services
- Class 3 : How we take decisions and what we have decided
- Class 4 : What we spend and how we spend it
- Class 5 : How we manage our human, physical and information resources
- Class 6 : How we procure goods and services from external providers
- Class 7 : How we are performing
- Class 8 : Our commercial publications
- Class 9 : Our open data

CLASS 1: ABOUT THE INTEGRATION JOINT BOARD

Class description:

Information about the Integration Joint Board, who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class

Our Integration Joint Board can be contacted at :-

How to access it

North Ayrshire IJB (North Ayrshire Health & Social Care Partnership,
Cunninghame House,
IRVINE KA12 8EE
(01294) 317725

- IJB Membership
- IJB Meeting Dates
- IJB Members Declarations of Interest
- IJB Register of Gifts/Hospitality
- IJB Standing Orders/Scheme of Delegation

<https://www.north-ayrshire.gov.uk/health-and-social-care/nahscp.aspx>

https://north-ayrshire.cmis.uk.com/North-Ayrshire/-ayrshire.cmis.uk.com/north-ayrshire/CommitteesMeetings/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/107/Default.aspx



CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class

North Ayrshire IJB Strategic Plan
North Ayrshire Integration Scheme

How to access it

<https://www.north-ayrshire.gov.uk/health-and-social-care/nahscp.aspx>

CLASS 3: HOW THE INTEGRATION JOINT BOARD TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class

- IJB Agendas, Minutes, Reports
- IJB Standing Orders
- IJB Code of Conduct
- IJB Expenses Policy

How to access it

https://north-ayrshire.cmis.uk.com/north-ayrshire/-ayrshire.cmis.uk.com/north-ayrshire/CommitteesMeetings/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/120/Default.aspx

CLASS 4: WHAT THE INTEGRATION JOINT BOARD SPENDS AND HOW IT SPENDS IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class

The Integration Joint Board does not own any assets. All budgetary information is managed in line with the policies of North Ayrshire Council and NHS Ayrshire & Arran.

- IJB Annual Accounts
- IJB Medium Term Financial Plan
- IJB Members Expenses Policy

How to access it

The annual accounts of the Council are available at:

<http://www.north-ayrshire.gov.uk/council/performance-and-spending/budgets-and-finance.aspx>

NHS A&A

<http://www.nhsaaa.net/publications>

<https://www.north-ayrshire.gov.uk/health-and-social-care/nahscp.aspx>



CLASS 5: HOW THE INTEGRATION JOINT BOARD MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the Partnership.

The information we publish under this class

Human Resources

The IJB does not directly employ staff, other than the Chief Officer (Director of Health and Social Care Partnership). Staff working within the HSCP remain employees of North Ayrshire Council and NHS Ayrshire & Arran.

Information Resources

- **Records Management Plan** – this requires to be produced. This plan will be published on our website in 2018 when it becomes available.
- Guide to Information

Physical Resources

The IJB does not own physical assets, these are owned by North Ayrshire Council and NHS Ayrshire & Arran

How to access it

HR

<http://www.north-ayrshire.gov.uk/resident/jobs-and-training/staff-values-behaviours.aspx>

<http://www.nhsaaa.net/ceo.aspx>

Information

<http://www.north-ayrshire.gov.uk/council/data-protection-and-foi/data-protection-and-foi.aspx>

<http://www.nhsaaa.net/publications/freedom-of-information.aspx>

<https://www.north-ayrshire.gov.uk/Documents/CorporateServices/ITCustServices/nac-guide-to-information.pdf>

<http://www.nhsaaa.net/media/395007/20160226pubs.pdf>



CLASS 6: HOW THE INTEGRATION JOINT BOARD PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class

Procurement and contracts are managed in line with the policies of North Ayrshire Council and NHS Ayrshire & Arran.

How to access it

Information can be found on the North Ayrshire Council website:

<http://www.north-ayrshire.gov.uk/business/tenders-and-procurement/procurement.aspx>

NHS A&A

<http://www.nhsaaa.net/services-index/p-procurement.aspx>

CLASS 7: HOW OUR INTEGRATION JOINT BOARD IS PERFORMING

Class description:

Information about how the Integration Joint Board performs as an organisation, and how well it delivers its functions and services

The information we publish under this class

- Annual Performance Report
- Complaints statistics
- SPSO

How to access it

<https://www.north-ayrshire.gov.uk/health-and-social-care/nahscp.aspx>

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class

There is no information held under this class.

How to access it

Not applicable

CLASS 9: OUR OPEN DATA

Class description:

Open Data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

The information we publish under this class

There is no information held under this class.
The Integration Joint Board does not currently produce any information suitable to be published as open data. This is held by North Ayrshire Council and NHS Ayrshire & Arran.

How to access it

Not applicable
<https://www.north-ayrshire.gov.uk/council/access-to-information/open-data.aspx>