

North Ayrshire Health & Social Care Partnership

A GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

WORKING TOGETHER IN PARTNERSHIP



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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 Health & Social Care Partnership ('the Partnership') has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. She has approved this scheme until 31 May 2019. You can see this scheme via the following link on North Ayrshire Health and Social Care Partnership website at <http://www.nahscp.org/publication-scheme/> or by contacting us at the address below.

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

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).



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.

Copyright

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

Charges

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.

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.



Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p

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.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

<p>Address:</p> <p>North Ayrshire Health & Social Care Partnership 5th Floor, West Wing Cunninghame House Friars Croft Irvine KA12 8EE</p>	<p>Email: contactus@north-ayrshire.gov.uk Telephone: 01294 317700</p>
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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.

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.



CLASS 1: ABOUT THE PARTNERSHIP

Class description:

Information about the Partnership, 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

The Integration Joint Board (IJB) is the governing body of North Ayrshire Health and Social Care Partnership and will be delegated responsibilities by North Ayrshire Council and NHS Ayrshire & Arran.

The Partnership can be contacted on:

Address:

North Ayrshire Health & Social Care Partnership
5th Floor, West Wing
Cunninghame House
Friars Croft
Irvine
KA12 8EE

Email: contactus@north-ayrshire.gov.uk

Telephone: 01294 317700

How to access it

The Partnership's strategic plan is available here:

http://www.nahscp.org/wp-content/uploads/sites/101/2018/06/StrategicPlan2018_FULLL.pdf

Further information about the Partnership can be accessed here:

<http://www.nahscp.org/north-ayrshire-health-social-care-partnership/>

The Integration Scheme is available at:

<http://www.nahscp.org/wp-content/uploads/sites/101/2017/09/IJB-integration-scheme.pdf>

NHS A&A

<http://www.nhsaaa.net/services-a-to-z/integration-of-health-and-social-care/>



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

The Partnership's principles, values and strategy.

How to access it

Information about the Partnership is available at:

<http://www.nahscp.org/partnership-values-principles/> and http://www.nahscp.org/wp-content/uploads/sites/101/2018/06/StrategicPlan2018_FULL.pdf



CLASS 3: HOW THE PARTNERSHIP 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

The Partnership's decisions are made at Integration Joint Board meetings, the minutes of which are published on North Ayrshire Council website.

How to access it

Information about the Partnership is available at:

<http://www.nahscp.org/north-ayrshire-health-social-care-partnership/>

Groups and Committees

<http://www.northayrshire.community/about-us/cpp-board/health-and-social-care-partnership/>

IJB Committee Reports

http://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

NHS A&A

<http://www.nhsaaa.net/about-us/how-we-make-decisions/>



CLASS 4: WHAT THE PARTNERSHIP 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 Partnership does not own any assets. All budgetary information is managed in line with the policies of North Ayrshire Council.

How to access it

The annual accounts of the Council are available at:

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

NHS A&A

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



CLASS 5: HOW THE PARTNERSHIP 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

The Partnership is supported by staff contracted to North Ayrshire Council and NHS Ayrshire & Arran. Staff adhere to specific policies and processes governing the handling and use of information assets.

How to access it

These are available on the Council's website at:

Information

<https://www.north-ayrshire.gov.uk/council/access-to-information/foi.aspx>

<http://www.nahscp.org/freedom-of-information/>

Staffing

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

NHS A&A Model Publication Scheme

<http://www.nhsaaa.net/media/3627/modelpubscheme2017.pdf>



CLASS 6: HOW THE PARTNERSHIP 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.

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-a-to-z/procurement/>



CLASS 7: HOW OUR PARTNERSHIP IS PERFORMING

Class description:

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

The information we publish under this class

As the Partnership develops, this information will be made published and made available on North Ayrshire Health and Social Care Partnership website.

How to access it

Information about the Partnership is available at:

<http://www.nahscp.org/north-ayrshire-health-social-care-partnership/>

<http://www.nahscp.org/partnership-strategies-plans-reports/>

NHS A&A

<http://www.nhsaaa.net/about-us/how-we-perform/>



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

North Ayrshire Health and Social Care Partnership does not have any commercial publications.

How to access it

Not applicable