EAST AYRSHIRE
Health & Social Care
Partnership

East Ayrshire Council
Comhairle Siorrachd Àir an Ear

NHS
Ayrshire
& Arran

East Ayrshire Integration Joint Board

Publication Scheme 2017
Guide to Information

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Section 1: Introduction

1. The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt 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 they publish and whether information is available free of charge or on payment.

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

3. East Ayrshire Integration Joint Board has adopted the Model Publication scheme produced by the Scottish Information Commissioner. The Commissioner's Model Publication Scheme was approved on 31 May 2017.This scheme has been adopted by the Integration Joint Board in its entirety.

You can see this scheme on the Health and Social Care Partnership- FOI webpage.

https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Integration-Joint-Board-Freedom-of-Information.aspx

It is also available on the Scottish Information Commissioner's website at

http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 2015, or this Guide to Information, to be provided in a different format.

Eddie Fraser: Chief Officer

Director of East Ayrshire Integration Joint Board

Council Headquarters

London Road

Kilmarnock

KA3 7BU

Email – HealthandSocialCareIntegration@east-ayrshire.gov.uk

The purpose of the Guide to Information is to:

- allow the public to see what information is available (and what is not available) for East Ayrshire IJB in relation to each class in the Model Publication Scheme 2015
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with access to the information
- explain how to request information 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 East Ayrshire Integration Joint Board and Health and Social Care Partnership

New legislation, in the form of the Public Bodies (Joint Working) (Scotland) Act 2014 came into force on 1 April 2014. The Act requires Health Boards and Local Authorities to integrate their health and social care services. On 2 April 2015, the East Ayrshire Integration Joint Board was established to provide strategic leadership for the management and delivery of integrated services located within East Ayrshire Health and Social Care Partnership.

Vision

Working together with all of our communities to improve and sustain wellbeing, care and promote equality.

Purpose

The purpose of the partnership is to deliver positive outcomes for our residents. Specifically, our focus is on ensuring that children and young people get the best start in life, that people live healthier, longer lives and are supported to be independent and have choice and control - no matter who they are or where they live.

East Ayrshire Integration Joint Board are responsible for the management and delivery of the full range of community health and social care services including Community Hospitals - Kirklandside Hospital; East Ayrshire Community Hospital, Cumnock; Community Nursing,(District Nursing); Allied Health Professionals; Community mental health services; Public Dental Services; Primary Care (General Medical Services; General Dental Services, General Ophthalmic Services, Community Pharmacy) and Social work services for children, families, adults and older people and Justice services including; Services and support for all our residents with physical disabilities, learning disabilities; Mental health services; Drug and alcohol services; Public protection services; Carers support services; Care home and care at home services.

Section 3: Accessing Information under the Scheme

Availability and formats

The information published through this Guide to Information is, wherever possible, available on our webpage. 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 9: 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 9: Classes of Information" will direct you to the relevant page or document. If you are having trouble finding any document listed in our guide, and require further assistance please contact:

By 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;

When writing to us to request information, please include your name and address, full 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 9 – 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 all the information we hold that falls within the classes of information in Section 9. 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 (black out) 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 webpage, or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner's Model Publication Scheme 2015 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 9 – 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

Unless otherwise stated in "Section 9: Classes of Information", all information contained within our scheme is available from us free of charge where it can be viewed online or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs to East Ayrshire IJB of supplying the information to you, e.g. photocopying and postage, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated.

Information will not be provided to you until payment has been received.

There is no charge to view information online or at our offices.

Reproduction Charges

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.

Black & White Photocopying	
Size of Paper	**Pence per sheet**
A4	10p
A3	20p
Colour photocopying	
A4	20p
A3	40p
Alternative Formats	
Computer Discs	£1.00 per CD-ROM / DVD

Postage Costs

Postage costs may be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

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: Our Copyright Policy

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

Re-use is not the same as copying or reproducing. Re-use means using public sector information, for a purpose other than the initial public task for which it was produced. For example, an individual or a company taking the public sector information and republishing it or using it to produce a new product or resource, often by combining it with other information, often for commercial purposes.

Public sector information means information that you produce as part of your public task. 'Public task' means your core role and functions, as defined in legislation or established through custom and practice.

If you intend to re-use the information obtained from this Publication Scheme and you are not sure if you have the right to do so, you are advised to make a request to East Ayrshire IJB to re-use the information. Your request should be in writing, should state your name and an address for correspondence and should specify the document requested and the purpose for which the document is to be re-used. Your request will be considered under the Re-use of Public Sector Information Regulations 2015 for which a charge may be imposed. In the event that a charge is payable, you will be advised of this charge and how it has been calculated.

Re-use cannot be permitted by East Ayrshire IJB if someone else holds the intellectual property rights (such as copyright) in the information.

If you have a complaint about East Ayrshire IJB's compliance with the 2015 Regulations or if you would like more information on the re-use of information then please direct your complaint to the address below in the first instance:

Section 7: Records Management Policy

East Ayrshire IJB regards its records as a major asset. 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. Our Records Management Policy can be found in "Section 9: 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 2017, this means we will review our Guide to Information from time to time.

http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesHome.aspx

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.

You may, for example wish to tell us about:

- other information that you would like to see included in this document
- whether you found this document easy to use
- whether you found this document useful
- whether our staff were helpful
- other ways in which our Guide to Information can be improved.

Our aim is to make our Guide to Information as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide then please contact us and we will try and resolve your complaint as quickly as possible.

Any complaint will be acknowledged within 5 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 2015 (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 from 9:00am to 5:00pm.

The Commissioner's office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info/YourRights

All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information, Data Protection and the EIRs should be directed to:

Eddie Fraser Chief Officer

Director of East Ayrshire Integration Joint Board

Council Headquarters

London Road

Kilmarnock

KA3 7BU

Email – HealthandSocialCareIntegration@east-ayrshire.gov.uk

The classes of information that we publish

We publish all the 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 published. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

Class 1: About East 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: Open Data

CLASS 1: ABOUT EAST AYRSHIRE INTEGRATION JOINT BOARD	
Class description: Information about East Ayrshire 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	**How to access it**
East Ayrshire Integration Joint Board (IJB) was established on 1 April 2015, as a separate legal entity from East Ayrshire Council and NHS Ayrshire & Arran. The IJB has responsibility for the operational management and delivery of a range of community health and social/work care services including children and families, older people, adults and people in the criminal justice system. The IJB is also responsible for Primary Care and Out of Hours Community Health services across Ayrshire. Further back ground information is available on the IJB including membership of the IJB and the Health and Social Care Partnership at the link below; https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Health-and-Social-Care-Partnership.aspx General enquiries including FOI enquiries should be sent to; HealthandSocialCareIntegration@east-ayrshire.gov.uk Parliamentary Order Establishing the Integration Joint Board https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/East-Ayrshire-Integration-Joint-Board.aspx	

CLASS 2: HOW EAST AYRSHIRE HEALTH INTEGRATION JOINT BOARD DELIVERS 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	**How to access it**
The Integration Joint Boards primary responsibility is to develop a strategic plan, allocate the integrated revenue budget and oversee the delivery of health and social care services. The arrangements to establish the IJB responsibilities are set out in the Integration Scheme which was approved by Scottish Ministers on 1 April 2015 and accepted by the Integration Joint Board on 2 April 2016. https://www.east-ayrshire.gov.uk/Resources/PDF/E/East-Ayrshire-Integration-Scheme.pdf The primary planning document of the Integration Joint Board is the Strategic Plan which was approved by the IJB on 2 April 2016 and annual review in 2016/17 and can be viewed at this link;	

https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Governance-Documents.aspx

CLASS 3: HOW EAST AYRSHIRE 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	How to access it

Decisions taken by the Integration Joint Board and standing committees, including the Strategic Planning Group can be found at this link;

https://www.east-ayrshire.gov.uk/mvc/committees

The IJB has a number of governance documents to support its decision making including;

- Standing Orders
- Code of Conduct
- Expenses Policy
- Risk Register

https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Governance-Documents.aspx

CLASS 4: WHAT EAST AYRSHIRE 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	How to access it

Details of our financial resources are provided in our Strategic Plan

https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Health-and-Social-Care-Partnership.aspx

Regular reports are made to the IJB on how we are managing our financial resources;

https://www.east-ayrshire.gov.uk/mvc/committees

An Annual Report is produced and presented to IJB, East Ayrshire Council and NHS Ayrshire & Arran, the first Annual Report can be found at this link

https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Governance-Documents.aspx

The IJ has governance documents which sets out how we should regulate the decisions made on our financial resources;

- ❖ Financial Regulations
- ❖ Reserve Strategy

https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Governance-Documents.aspx

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

Class description:

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

The information we publish under this class	How to access it

The IJB does not directly employ staff, other than the Chief Officer (Director of Health and Social Care Partnership). Staff working within the Health and Social care Partnership remain employees of the East Ayrshire Council and NHS Ayrshire & Arran. Details of employees located in the Health and Social Care Partnership can be found in the Section 9 of the Annual Report;

https://www.east-ayrshire.gov.uk/Resources/PDF/H/Health-and-Social-Care-Integrated-Joint-Board-Annual-Report-2014-15.pdf

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

http://www.nhsaaa.net/

https://www.east-ayrshire.gov.uk/Home.aspx

Information on how to make a Freedom of Information request and the Publication Scheme are available at this link

https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Health-and-Social-Care-Partnership.aspx

The Integration Joint Board and the Data Sharing Partnership has become a party to the Ayrshire and Arran Data Sharing Protocol for sharing information. It is party to the data sharing protocol with east Ayrshire Council and NHS Ayrshire & Arran.

http://www.nhsaaa.net/about-us/how-to-get-involved/your-rights/information-sharing-with-the-health-and-social-care-partnerships-hscps/

CLASS 6: HOW EAST AYRSHIRE 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	How to access it

East Ayrshire IJB does not directly procure goods and services and does not hold information in this area, this is undertaken and held by East Ayrshire Council and NHS Ayrshire and Arran.

CLASS 7: HOW EAST AYRSHIRE INTEGRATION JOINT BOARD IS PERFORMING

Class description:

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

The information we publish under this class	How to access it
The IJB produces an Annual Report which details how it is achieving against the Strategic Priorities and how this is contributing to achieving the health and wellbeing outcomes. A copy of the first Annual Report for 2015/16 is available at this link; https://www.east-ayrshire.gov.uk/SocialCareAndHealth/East-Ayrshire-Health-and-Social-Care-Partnership/Governance-Documents.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	How to access it
East Ayrshire IJB does not hold any information in this area.	

CLASS : OPEN DATA

Class description:

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

http://www.gov.scot/Publications/2015/08/4093/0

The information we publish under this class	How to access it
East Ayrshire IJB does not hold any information in this area.	