



## **ARGYLL AND BUTE INTEGRATION JOINT BOARD**

### **Publication Scheme: Guide to Information**

## Document Control Sheet

Name of Document:	Argyll & Bute Integrated Joint Board Publication Scheme
Author:	Iain Jackson, Governance and Risk Manager
Description:	Publication Scheme: Guide to Information
Status	Version: 1.1 - Approved

### Revision History

Version	Date	Summary of Changes	Author
<u>1.0</u>		<u>Version approved</u>	<u>Iain Jackson</u>
<u>1.1</u>	<u>27/03/2019</u>	<u>Reviewed compliance with Class 9: Open Data and Copyright &amp; Re-use and added document control to reflect requirement to not last updated as directed by the Scottish Information Commissioner</u> <u>Reformatted with Argyll &amp; Bute HSCP Brand</u>	<u>Charlotte Craig</u>

### Approvals

Approved by	Date	Version
<u>SMT</u>	<u>08/02/2016</u>	<u>V1.0</u>
<u>IJB</u>	<u>Amendments approved</u> <u>30/01/2019</u>	<u>V1.1</u>

### Distribution

Distribution	Date of Issue	Version
<u>Published on NHS Highland Website/ Argyll &amp; Bute Council Website</u>	<u>29/03/2019</u>	<u>1.1</u>

## 1. PURPOSE

1.1 Argyll and Bute Integration Joint Board (IJB) is responsible for the strategic planning and reporting of a range of health and social care services delegated to it by NHS Highland Health Board and Argyll and Bute Council (described in full within its approved Integration Scheme). The Council and the IJB discharge the operational delivery of those delegated services through the partnership arrangement referred to as Argyll and Bute Health & Social Care Partnership. The IJB is responsible for the operational oversight of Argyll and Bute Health & Social Care Partnership (HSCP).

1.2 The Integration Joint Board's:

- Vision is to deliver services that help people in Argyll and Bute to live longer, healthier, happier and independent lives.
- Mission is to work with communities to improve health, support social care, tackle health inequalities and improve community wellbeing.
- The Core values are person centered care, integrity, engaged, caring, compassionate and respectful.

1.3 The IJB is a legal entity in its own right created by Parliamentary Order, following ministerial approval of its Integration Scheme (as per the Public Bodies [Joint Working] Act 2014). The IJB regards its publications and records as major assets, with its records an essential resource for the efficient and effective fulfilment of its governance, business and legal responsibilities.

1.4 The IJB became subject to the Freedom of Information (Scotland) Act 2002 when it was established on the 1 April 2016. Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme as part of their 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.

1.5 We have adopted the Model Publication scheme produced by the Scottish Information Commissioner:

[www.itspubknowledge.info/PublicationSchemeGuidance](http://www.itspubknowledge.info/PublicationSchemeGuidance)

Our aim in adopting the Commissioner's Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible.

1.6 The Model Publication Scheme is underpinned by six principles:

1.6.1 Principle One: Availability and formats

- Information published through this model scheme should, wherever possible, be made available on the authority's website.
- There must be an alternative arrangement for people who do not wish to, or who cannot, access the information either online or by inspection at the authority's premises. An authority may e.g., arrange to send out information in paper copy on request (although there may be a charge for doing so).

#### 1.6.2 Principle Two: Exempt Information

- If information described by the classes cannot be published and is exempt under Scotland's freedom of information laws e.g., sensitive personal data or a trade secret, the authority may withhold the information or provide a redacted version for publication, but it must explain why it has done so.

#### 1.6.3 Principle Three: Copyright and Re-use

- The authority's Guide to Information must include a copyright statement which is consistent with the fair dealing provisions of the Copyright, Designs and Patents Act 1988. Where the authority does not hold the copyright in information it publishes, this should be made clear.
- Any conditions applied to the re-use of published information must be consistent with the Re-Use of Public Sector Information Regulations 2015.
- The Commissioner recommends that authorities adopt the Open Government Licence and/or the non-commercial Government Licence, produced by The National Archives for their published information.

#### 1.6.4 Principle Four: Charges

- The Guide to Information must contain a charging schedule, explaining any charges and how they will be calculated.
- No charge may be made to view information on the authority's website or at its premises, except where there is a fee set by other legislation e.g., for access to some registers.
- The authority may charge for computer discs, photocopying, postage and packing and other costs associated with supplying information. The charge must be no more than these elements actually cost the authority e.g. cost per photocopy or postage. There may be no further charges for information in Classes 1 – 7. An exception is made for commercial publications (Class 8) where pricing may be based on market value.

#### 1.6.5 Principle Five: Contact details

- The authority must provide contact details for enquiries about any aspect of the adoption of the model scheme, the authority's Guide to Information and to ask for copies of the authority's published information.
- The Act requires authorities to provide reasonable advice and assistance to anyone who wants to request information which is not published. The authority's Guide to Information must provide contact details to access this help.

#### 1.6.6 Principle Six: Duration

- Once published through the Guide to Information, the information should be available for the current and previous two financial years. Where information has been updated or superseded, only the current version need be available (previous versions may be requested from the authority).

- 1.7 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.

## Contact Details

- 1.8 All enquiries, feedback and complaints relating to this Guide to Information, or any other aspect of Freedom of Information or Data Protection should be sent to:

Argyll and Bute Health & Social Care Partnership, Kilmory, Lochgilphead, Argyll, PA31 8RT  
Tel: 01546 604188; E-mail: [iain.jackson@argyll-bute.gov.uk](mailto:iain.jackson@argyll-bute.gov.uk)

- 1.10 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:

Scottish Information Commissioner  
Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS  
Tel: 01334 464610;  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Website: [www.itspublicknowledge.info/YourRights](http://www.itspublicknowledge.info/YourRights)

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.

## **2. ACCESSING INFORMATION UNDER THIS SCHEME**

### Availability and Formats

- 2.1 The information published through this Guide to Information is, wherever possible, available on our website: <https://www.argyll-bute.gov.uk/health-and-social-care-partnership>. 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. If you have any difficulty identifying the information you want to access, then please contact us to help you as above.
- 2.2 All information in the guide can be made available in hard copy form (i.e. paper copies). Hard copies of information can be requested from us over the telephone or in writing. 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 ideally a telephone number so we can telephone you to clarify any details if necessary. If you prefer to visit us to inspect the information, please contact us to make an appointment to view the information.

## Copyright and Re-use

- 2.3 Where the Partnership Board holds the copyright to 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.
- 2.4 Where the Partnership Board does not hold copyright in information it publishes, we will cite the source/copyright holder appropriately within those publications.

## Exempt Information

- 2.5 Our aim in adopting the Commissioner's Model Publication Scheme and in maintaining this Guide to Information is to be as open as possible. However, there may be limited circumstances where information will be withheld from one of the classes of information listed in Section 3: Classes of Information. Information will only be withheld, however, where the Act expressly permits it. For example, information may be withheld where its disclosure would breach the law of confidentiality; harm an organisation's commercial interests; or if it is another person's personal information, and its release would breach the Data Protection Act.
- 2.6 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. You can complain to us, if you so wish, about any information which has been withheld from you.

## Charges

- 2.7 Unless otherwise stated in Section 3: 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. There is no charge to view information online or at our offices.
- 2.8 However, we reserve the right to impose charges for providing information in paper copy or on computer disc. 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. Charges reflect the actual costs of supplying the information (e.g. photocopying and postage), as set out below.

<b>Black &amp; White Photocopying</b>	
A4	10p
A3	20p
<b>Colour Photocopying</b>	
A4	20p
A3	40p
<b>Alternative Formats</b>	
CD-ROM / DVD	£1.00 per copy

Duration

- 2.9 Once information is published under a class as a minimum we will continue to make it available for the current and previous two financial years.
- 2.10 Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to do so.

### 3. CLASSES OF INFORMATION

3.1 We publish information that we hold within the following classes as specified by the Scottish Information Commissioner:

Class	Publication Descriptor
1	About Argyll and Bute Integration Joint Board.
2	How Argyll and Bute Integration Joint Board delivers its functions and services.
3	How Argyll and Bute Integration Joint Board takes decisions and what has decided.
4	What Argyll and Bute Integration Joint Board spends and how it spends it.
5	How Argyll and Bute Integration Joint Board manages human, physical and information resources.
6	How Argyll and Bute Integration Joint Board procures goods and services from external providers.
7	How Argyll and Bute Integration Joint Board is performing.
8	Commercial publications.
9	Open data
<b>Class 1: About Argyll and Bute Integration Board.</b>	
Class Description: Information about Argyll and Bute Integration Joint Board, who we are and where to find us, how to contact us, how we are managed and our external relations.	
<b>The information we publish - How to access it/details of any changes under this class</b>	
<p>As per the Public Bodies (Joint Working) Act 2014, Argyll and Bute Integration Joint Board was established on 1 July 2015 as the “body corporate” arrangement to which NHS Highland Health Board and Argyll and Bute Council had agreed to formally delegate health and social care services for adults and children to (i.e. as the Integration Joint Board for Argyll and Bute).</p> <p>Further background information about the Integration Joint Board is available at: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a></p> <p>General enquiries should be sent to: <a href="mailto:healthandsocialcare@argyll-bute.gov.uk">healthandsocialcare@argyll-bute.gov.uk</a></p>	



<b>Class 2: How Argyll and Bute Integration Joint Board delivers its functions and services.</b>	
Class Description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
<b>The information we publish - How to access it/details of any changes under this class</b>	
Argyll and Bute Integration Joint Board is responsible for the strategic planning and reporting of a range of health and social care services delegated to it by NHS Highland Health Board and Argyll and Bute Council. The Council and the Health Board discharge the operational delivery of those delegated services through the partnership arrangement referred to as Argyll and Bute Health & Social Care Partnership. The Integration Joint Board is responsible for the operational oversight of Argyll and Bute Health & Social Care Partnership (HSCP).	
Integration Scheme for Argyll and Bute is available at: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a>	
Argyll and Bute Health & Social Partnership Board's Strategic Plan is available at: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a>	

<b>Class 3: How Argyll and Bute Integration Joint Board takes decisions and what it has decided.</b>	
<b>Class description:</b> Information about the decisions we take, and how we make decisions and how we involve others.	
<b>The information we publish under this class</b>	<b>How to access it/details of any changes</b>
Information about those decisions made by the Argyll and Bute Integration Joint and its supportive arrangements are detailed at: <a href="https://www.argyll-bute.gov.uk/integration-joint-board-meeting-minutes">https://www.argyll-bute.gov.uk/integration-joint-board-meeting-minutes</a>	
The procedure and business of the IJB require to be compliant with its Standing Orders: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a>	
The Integration Joint Board's approach to involving others is set out within its Participation & Engagement Strategy: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a>	

<b>Class 4: How Argyll and Bute Integration Joint Board takes decisions and what it has decided.</b>	
Class Description: Information about our strategy for, and management of, financial resources.	
<b>The information we publish under this class</b>	<b>How to access it/details of any changes</b>
<p>Details of arrangements for the governance and management of financial resources by Argyll and Bute Integration Joint Board are provided at: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a></p> <p>The Integration Joint Board's strategy for the use of financial resources is Integration within its Strategic Plan: <a href="http://www.nhshighland.scot.nhs.uk/OurAreas/ArgyllandBute/Documents/SP%202016-2019%20%20Final.pdf">http://www.nhshighland.scot.nhs.uk/OurAreas/ArgyllandBute/Documents/SP%202016-2019%20%20Final.pdf</a></p> <p>Regular financial reports are considered at meetings of the Integration Joint Board: <a href="https://www.argyll-bute.gov.uk/integration-joint-board-meeting-minutes">https://www.argyll-bute.gov.uk/integration-joint-board-meeting-minutes</a></p> <p>The arrangements for and minutes of the Partnership Board's Audit Committee are available at: <a href="https://www.argyll-bute.gov.uk/integration-joint-board-meeting-minutes">https://www.argyll-bute.gov.uk/integration-joint-board-meeting-minutes</a></p>	
<b>Class 5: How Argyll and Bute Integration Joint Board manages human, physical and information resources.</b>	
Class Description: Information about how we manage the human, physical and information resources.	
<b>The information we publish under this class</b>	<b>How to access it/details of any changes</b>
<p>Argyll and Bute Integration Joint Board does not directly employ staff, with the exception of an element of the contracted time of the Chief Officer and the Chief Financial Officer – see the Annual Accounts for details: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a></p> <p>Staff who work within the management of the HSCP continue to be employed by either the Health Board or the Council (retaining their respective terms and conditions) as described within the HSCP's Workforce &amp; Organisational Development Strategy: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a></p> <p>The Partnership Board does not own physical assets – the capital and assets (with their associated running costs) used by the HSCP belong to and are the responsibility of either the Health Board or the Council as per the Integration Scheme: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a></p> <p>The Council, the Health Board and the other local authorities within the Health Board area develop, review and maintain an Information Sharing Protocol, which has been extended to include the Partnership Board.</p>	

<b>Class 6: How Argyll and Bute Integration Joint Board procures goods and services from external providers.</b>	
Class Description: Information about how we procure goods and services, and our contracts with external providers.	
<b>The information we publish under this class</b>	<b>How to access it/details of any changes</b>
It is not the practice of Argyll and Bute Integration Joint to directly procure goods or services, and so it does not hold information in this area. Any procurement related to the operations of the HSCP is undertaken through either the Council or the Health Board (and so those organisations hold that information).	
<b>Class 7: How Argyll and Bute Integration Joint Board is performing.</b>	
Class Description: Information about how we perform as an organisation, and how well we deliver our functions and services	
<b>The information we publish under this class</b>	<b>How to access it/details of any changes</b>
Performance information is routinely published: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a>	
This includes the Partnership Board's Annual Performance Report: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a>	
Regular reports on performance are considered at meetings of the Partnership Board: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a>	
<b>Class 8: Commercial publications.</b>	
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).	
<b>The information we publish under this class</b>	<b>How to access it/details of any changes</b>
Argyll and Bute Integration Joint Board does not publish any material that is packaged and made available for sale on a commercial basis; and so we do not hold any such information.	

<b>Class 9: Open data.</b>	
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.	
<b>The information we publish under this class:</b>	<b>How to access it/details of any changes</b>
<p>While Argyll and Bute Integration Joint Board does not itself hold open data sets and their metadata (as these are held by the Council and the Health Board) performance information is routinely published: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a></p> <p>This includes the Integration Joint Board's Annual Performance Report: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a></p> <p>Regular reports on performance and finance are also considered at meetings of the Partnership Board: <a href="https://www.argyll-bute.gov.uk/health-and-social-care-partnership">https://www.argyll-bute.gov.uk/health-and-social-care-partnership</a></p>	