



Meeting of East Renfrewshire Health and Social Care Partnership	Performance and Audit Committee
Held on	29 March 2017
Agenda Item	5
Title	Publication Scheme
<p>Summary</p> <p>The paper details the proposed IJB publication scheme and describes what steps are required to ensure that the IJB is compliant with the Freedom of Information (Scotland) Act 2002.</p>	
Presented by	Stuart McMinigal, Business Support Manager
<p>Action Required</p> <p>Performance and Audit Committee is asked to:-</p> <ol style="list-style-type: none"> a. note the contents of the Integration Joint Board (IJB) publication scheme b. adopt the publication scheme; and c. note the progress of the Records Management Plan 	

BLANK PAGE

EAST RENFREWSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP

PERFORMANCE & AUDIT COMMITTEE

29 March 2017

Report by Chief Officer

PUBLICATION SCHEME

PURPOSE OF REPORT

1. To inform the Performance and Audit Committee of the IJB publication scheme and update on the progress of the records management plan.

RECOMMENDATION

2. Performance and Audit Committee is asked to:-
 - a. note the contents of the Integration Joint Board (IJB) publication scheme
 - b. adopt the publication scheme; and
 - c. note the progress of the Records Management Plan.

BACKGROUND

3. Section 23 of the Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to produce and maintain a publication scheme. Health and Social Care Partnerships 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
4. On the 29th November 2015, the Integration Joint Board approved the IJB Freedom of Information Policy and also agreed to the establishment of short life working groups for the creation of a publication scheme and records management scheme. A working group was formed, its membership included Business Support Manager, East Renfrewshire Council's Records Manager and Business Support Supervisors. The publication scheme attached has been written following the conclusion of the working group and follows the Scottish Information Commissioner's template.

REPORT

Publication scheme

5. The IJB publication scheme contained within appendix 1 has been created using the Scottish Information Commissioner's template. The Publication scheme has been sent to the Scottish Information Commissioner.

Publication of the scheme

6. To ensure compliance we are required to publish an "IJB's Guide to Information". In the absence of a dedicated HSCP website this guide will be published on East Renfrewshire Council's website which hosts the Integration Joint Board pages.

Records management plan

7. Under the Public Records (Scotland) Act 2011 Scottish public authorities must prepare a records management plan setting out proper arrangements for the management of their records. Section 1 of the Act requires the authority to submit their plan to the Keeper of the Records of Scotland for his approval on invitation to do so by the Keeper. We have not yet been invited to submit a plan.
8. The HSCP working group that prepared the IJB Publication Scheme was also charged with considering a Record Management Plan. However, following the creation of an NHS Partnership Records Management Group, the HSCP working group has stood down and the work continues through the partnership group.

CONCLUSIONS

9. Individuals can ask the IJB to provide any information that we hold and, if it is both legal and practical to do so, we will. In addition, the Freedom of Information (Scotland) Act 2002 (the Act) requires all Scottish public authorities to produce and maintain a Guide to Information, also known as a publication scheme. The adoption of the IJB Publication scheme and publication of the "IJB's Guide to Information" online ensures compliance with the requirements of the Scottish Information Commissioner.

RECOMMENDATIONS

10. Performance and Audit Committee is asked to
 - a. note the contents of the Integration Joint Board (IJB) publication scheme
 - b. adopt the publication scheme; and
 - c. note the progress of the Records Management Plan.

REPORT AUTHOR AND PERSON TO CONTACT

Stuart McMinigal, Business Support Manager
stuart.mcmignigal@eastrenfrewshire.gov.uk

March 2017

Chief Officer, HSCP: Julie Murray

BACKGROUND PAPERS

IJB - 29 November 2015 – Freedom of Information Policy
<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=15688&p=0>

KEY WORDS

FOI, Freedom of Information, Records Management, Scottish Information Commissioner

East Renfrewshire Integration Joint Board

Publication Scheme

Introduction

Individuals can ask the IJB to provide any information that we hold and, if it is both legal and practical to do so, we will. In addition, the Freedom of Information (Scotland) Act 2002 (the Act) requires all Scottish public authorities to produce and maintain a Guide to Information, also known as a Publication Scheme.

Guide to Information

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 (for most information, there is no charge);
- explain how to find the information easily;
- provide contact details for enquiries and to get help with access to the information; and
- explain how to request information that has not been published.

The Guidance is split into the following six sections:

- availability and formats;
- exempt information;
- copyright;
- charges;
- contact details; and
- the classes of information that we publish.

Availability and formats

Much of the information will be available on our website. We offer alternative arrangements for people who do not wish to, or who cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information 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 data or a trade secret), we will remove or black out the information before publication and explain why.

Copyright

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

Charges

For photocopying, we will charge a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Information provided on CD-Rom will be charged at £1.00 per computer disc.

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

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

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

Information Not Published Under the Publication Scheme

There will be no charge for information requests which cost us £100 or less to produce.

Where information costs between £100 and £600 to provide to you, you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50. That is calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

We are not obliged to respond to requests for non-environmental information which will cost us over £600 to process.

Where environmental information costs over £600 to provide to you, we may ask you to pay the additional cost over that amount in full. For example, if you were to ask us for information that costs us £800 to provide, you may be asked to pay £250. This fee would be calculated on the basis of a waiver for the first £100 costs of providing the information, 10% of the next £500 costs, and full cost recovery for cost over £600 (in this example, £200).

In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Contact details and how to request information not included in this guide

You can contact us for assistance with any aspect of this information guide and if you want to ask us for information that is not included in the guide:

Freedom of Information
Integrated Joint Board for Health & Social Care
East Renfrewshire Health & Social Care Partnership
Eastwood Health and Care Centre,
Drumby Crescent,
Clarkston, G76 7HN

Tel 0141 577 3001

Contact <http://www.eastrenfrewshire.gov.uk/your-say>

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 the publication scheme. If you wish to make a request for information not contained in the publication scheme please contact us at <http://www.eastrenfrewshire.gov.uk/your-say>

The Classes of Information

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 the IJB
- Class 2: How we deliver our functions and services
- Class 3: How the IJB takes decisions and what it has decided
- Class 4: What the IJB spends and how it spends it
- Class 5: How the IJB manages its human, physical and information services
- Class 6: How the IJB procures goods and services from external providers
- Class 7: How the IJB is performing
- Class 8: Our commercial publications - we do not hold or publish any information under this class

BLANK PAGE

The Classes of Information – The IJB

	Class	Description
1	About The IJB	
1.1	who we are	<p>The background as to how and why The IJB was established is on our website:</p> <p>http://www.eastrenfrewshire.gov.uk/health-and-social-care-integration</p>
1.2	where to find us, how to contact us	<p>Contact Information</p> <p>If you would like more information about health and social care integration or you would like to share your thoughts with us then please contact us at:</p> <p>Online</p> <p>By telephone: 0141 577 3001</p> <p>Address: Integrated Joint Board for Health & Social Care, East Renfrewshire Health & Social Care Partnership, Eastwood Health and Care Centre, Drumby Crescent, Clarkston, G76 7HN</p>
1.3	how we are managed and our external relations	<p>Introducing the IJB (Integrated Joint Board)</p> <p>The Integrated Joint Board became legally responsible for the effective delivery of a large range of services within health and social care in April 2016. The membership of the IJB is largely prescribed by the Scottish Government in terms of numbers and the organisations that they represent. The members outlined below are the 8 voting members that make up the IJB. Additional 12 non-voting members are currently in the place.</p> <p>Integration Joint Board Members</p> <p>Membership of the IJB can be found here</p>
2	How we deliver our functions and services	How the IJB operates is set out in the Integration Scheme. A copy of the Integration Scheme has been prepared and approved by the Scottish Government and is available here.
2.1	Our strategies and policies	We have prepared a Strategic Plan 2015/18 and this is available here
2.2	Information for service users:	Information for our services users can be found on our website here
3	How we take decisions and what we have decided	<p>How we make decision will be set out in the Integration Scheme, see 2 above.</p> <p>Our decisions, including the minutes of the Board Meetings and sub-committees, will be published on our web pages, which are here .</p>

4	What we spend and how we spend it	Details of our spending will be placed on our webpages, here.
5	How we manage our human, physical and information resources	
5.1	Our human resources	<p>The staff who provide the services will either be employed by East Renfrewshire Council or NHS Greater Glasgow and Clyde. The IJB will not employ staff directly. Information about their terms and conditions of staff are available on the websites of the Council and the NHS:</p> <p>ERC Website NHS GGC Website</p>
5.2	Our information resources	<p>The services commissioned by the IJB will be delivered by the Council and the NHS and both organisations have their own Information Governance Policies and procedures.</p> <p>The Council has policies for Records Management, Data Protection and Freedom of Information policies and procedures. Freedom of Information requests for services delivered by the Council of specifically for the IJB can be sent via the Council using the contact details on the Council website.</p> <p>The NHS has policies for Information Governance, Data Protection and Freedom of Information policies and procedures. Freedom of Information requests for services delivered by the NHS can be sent using the contact details on the NHS website.</p>
5.3	Our physical resources	<p>The physical resources used by those providing services that the IJB has commissioned will be owned by the Council and the NHS who will each follow their own procedures.</p> <p>ERC Website NHS GGC Website</p>
6	How we procure goods and services from external providers	Goods and services will be procured using both NHSGGC and Council procurement processes and procedures
7	How we are performing	The IJB came into existence on 1 April 2016 and information about the performance of the IJB will appear in time on our web pages.
8	Our commercial publications	The IJB does not have any.
